

# eMARS 1320

## Accounts Payable



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## 1—Orientation

Accounts Payable is the business function whereby the Commonwealth's obligation to pay an external or internal vendor is recorded and the actual disbursement of funds is established in an efficient and timely manner; with proper referencing; within the explicit terms of the contract, if applicable; and with all due flexibility. Applicable references are:

- FAP 120-05-00 - Prompt payment of vendors-PENALTY PAYMENT ONLY (To be used for finance charges, late fees, etc ONLY)
- FAP 111-45-00 - Payments
- FAP 111-58-00 – Procurement Card Program
- KRS 45.451 - 45.458 – Penalty Payments

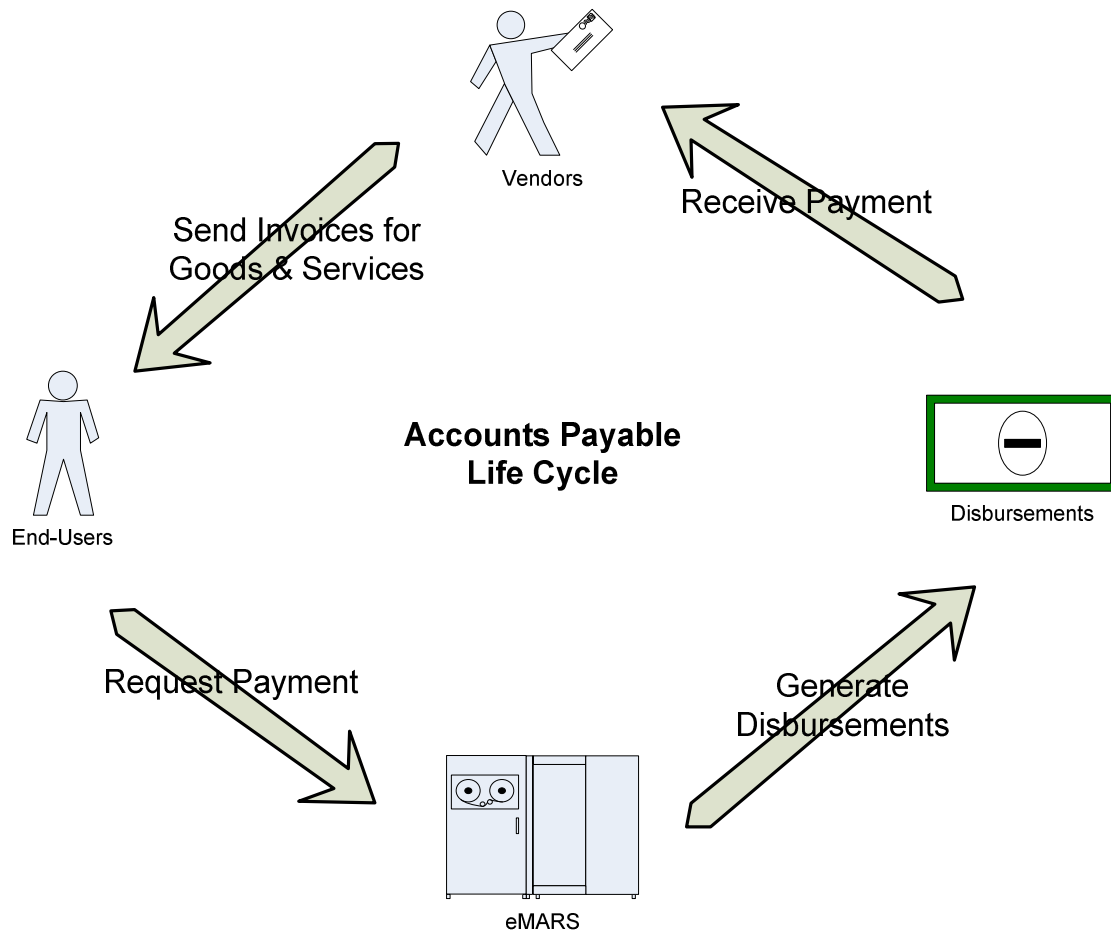
The Commonwealth of Kentucky uses Accounts Payable to pay for goods and services, including utilities, lease agreements, professional and non-professional services and inventory items. This course will teach the user how to perform accounts payable business processes in eMARS.

## Learning Objectives

At the conclusion of this session, you will be able to:

- Use Accounting Templates and Profiles to quickly populate the appropriate accounting elements on accounting lines;
- Establish payments for Commodity Based Awards using Matching;
- Use eMARS Copy Forward functionality to establish a Payment for Personal Service Contracts,
- Establish a Payment for Internal Vendors;
- Establish a payment against a Master Agreement using the Universal Requestor Process and Master Agreement Search;
- Establish payments for non commodity-based A/P business scenarios (Straight Disbursements, Revenue Refunds, Loan Payments, Multi-Vendor Payments);
- Modify payment documents; and
- Track payments through the process using the Disbursement Query (**DISBDQ**) and **MATA** Table

## Process Flow



The Accounts Payable Lifecycle is initiated by a user receiving a good or service from a vendor. The vendor then sends the user an invoice requesting payment. In order for the user to initiate the payment, the user must input a payment request into eMARS. During batch processing eMARS will generate disbursements, which can then be sent to the vendor for payment of the good or service.

## eMARS Accounts Payable Documents

The following table provides a description of the eMARS Accounts Payable documents discussed in this course. Payable documents that are not referenced on this table or in this course are travel documents, internal accounting transfer documents, and the pcard document. Travel documents are discussed in an Independent Study Guide located on the eMARS website. Internal Accounting documents are discussed in the General Accounting course. And pcard documents are discussed in the Procurement Card Administration course.

Document Code	Name	Description
IN	Invoice	<ul style="list-style-type: none"> <li>Used in two and three-way matching to identify the receipt of the vendor's invoice for payment.</li> <li>Contains commodity level detail.</li> <li>Is not a payment document.</li> <li>Must be completed in the two and three-way matching process to generate a payment request document (<b>PRM/PRMI</b>).</li> <li>Will reference one of the following award documents: <b>DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only)</b>.</li> <li>Can be set to recur using the Future Document Triggering (<b>FDT</b>) table.</li> </ul>
RC	Receiver	<ul style="list-style-type: none"> <li>Used in three-way matching to identify the receipt of goods or services.</li> <li>Contains commodity level detail.</li> <li>Must be completed along with IN document in the three-way matching process to generate a payment request document (<b>PRM/PRMI</b>).</li> <li>Will reference one of the following award documents: <b>DO, PO, CT</b> or (<b>CTT1—KYTC only</b>).</li> </ul>
PRM	Payment Request Matching	<ul style="list-style-type: none"> <li>Payment document that is system generated in the two and three-way matching process.</li> <li>Contains commodity level detail.</li> <li>Award vendor is an External Vendor.</li> <li>Can not be created by users.</li> <li>May be viewed by users.</li> <li>Will reference <b>IN</b> document.</li> <li>Will reference one of the following award documents: <b>DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only)</b>.</li> </ul>
PRMI	Internal Payment Request Matching	<ul style="list-style-type: none"> <li>Payment document that is system generated in the two and three-way matching process.</li> <li>Contains commodity level detail.</li> <li>Award vendor is an Internal Vendor.</li> <li>Can not be created by users.</li> </ul>

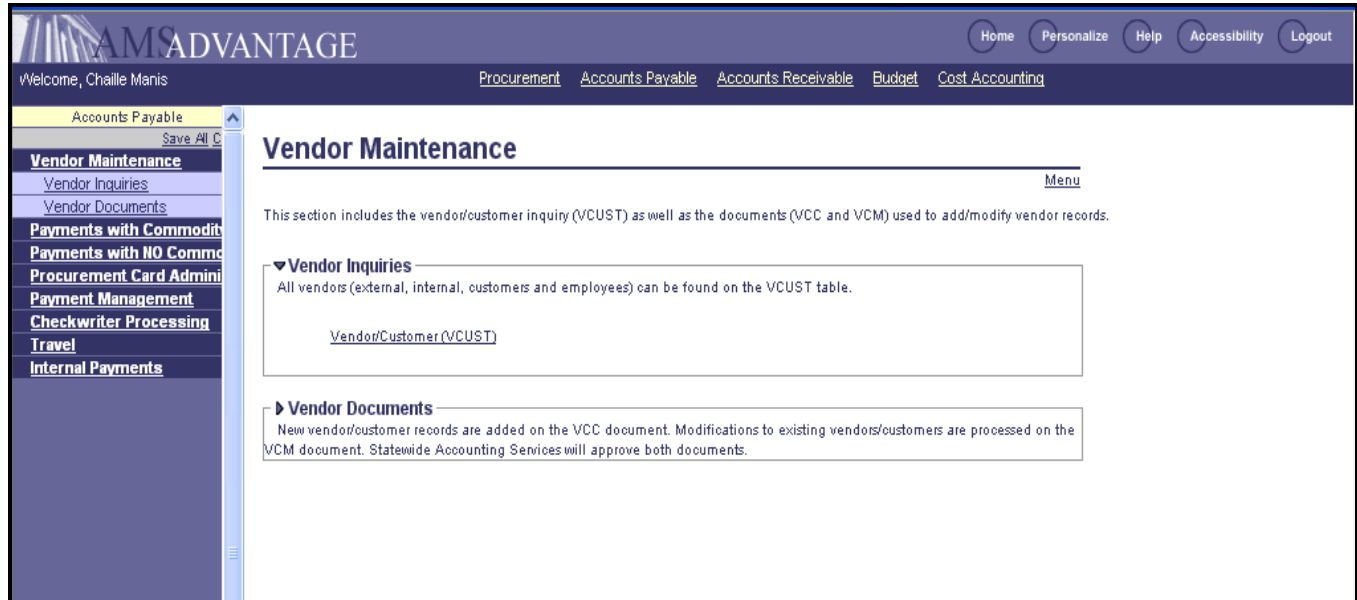
		<ul style="list-style-type: none"> <li>• May be viewed by users.</li> <li>• Will reference <b>IN</b> document.</li> <li>• Check or <b>EFT</b> is not disbursed. Money is transferred internally between departments.</li> <li>• Will reference one of the following award documents: <b>DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only)</b>.</li> </ul>
PRC	Payment Request Commodity	<ul style="list-style-type: none"> <li>• Versatile payment document that can be created as a standalone document or may also reference award or master agreements.</li> <li>• Used to make payments against Personal Service or Memorandum of Agreement (<b>PON2</b>) awards.</li> <li>• May be used to pay against Master Agreements through <b>URCATS</b> or <b>URSRCHMA</b>.</li> <li>• May be used as an alternative to the Matching process and therefore, may reference one of the following award documents <b>DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only)</b>.</li> <li>• Contains commodity level detail.</li> <li>• Vendor must be External.</li> <li>• Can be set to recur using the Future Document Triggering (<b>FDT</b>) table.</li> </ul>
PRCI	Internal Payment Request Commodity	<ul style="list-style-type: none"> <li>• Used to make payments against Personal Service or Memorandum of Agreement (<b>PON2</b>) awards with internal vendors.</li> <li>• May be used to pay against Master Agreements with internal vendors through <b>URCATS</b> or <b>URSRCHMA</b>.</li> <li>• May be used as an alternative to the Matching process and therefore, may reference one of the following award documents with internal vendors: <b>DO, DO2, PO, PO2, CT, CT2, (CTT1 or CTT2--KYTC only)</b>.</li> <li>• Award vendor must be Internal.</li> <li>• Contains commodity level detail.</li> <li>• Can be set to recur using the Future Document Triggering (<b>FDT</b>) table.</li> </ul>
GAX	General Accounting Expense	<ul style="list-style-type: none"> <li>• Standalone document used to pay allowable authorities such as reimbursements, utilities, postage and agency specific authorities.</li> <li>• Cited Authority Required.</li> <li>• Does not contain commodity detail.</li> <li>• Does not reference any award or master agreement.</li> <li>• Can be created with single or multiple</li> </ul>



		<p>vendors.</p> <ul style="list-style-type: none"> <li>Can be set to recur using the Future Document Triggering (<b>FDT</b>) table.</li> </ul>
GAX2	General Accounting Revenue Refund	<ul style="list-style-type: none"> <li>Used to pay revenue refunds.</li> <li>Requires Revenue Source Code.</li> <li>Does not contain commodity detail.</li> <li>Does not reference any award or master agreement.</li> <li>Can be created with single or multiple vendors.</li> <li>Secured to only those departments that have a need to pay revenue refunds.</li> <li>Can be set to recur using the Future Document Triggering (<b>FDT</b>) table.</li> </ul>
GAX3	General Accounting Balance Sheet Payable	<ul style="list-style-type: none"> <li>Used to pay obscure payments such as balance sheet payables, retainage, escheated payments, etc.</li> <li>May require a Balance Sheet Account.</li> <li>Does not contain commodity detail.</li> <li>Does not reference any award or master agreement.</li> <li>Can be created with single or multiple vendors.</li> <li>Secured to only those departments that have a need for these types of payments.</li> <li>May require an override from the Office of the Controller.</li> <li>Can be set to recur using the Future Document Triggering (<b>FDT</b>) table.</li> </ul>
MD	Manual Disbursement	<ul style="list-style-type: none"> <li>Used to generate a manual check on demand.</li> <li>Used to record Federal Wire Transfers and investment purchases that do not result in a check.</li> <li>May reference a payment document (<b>PRC, PRM, GAX</b>)</li> <li>Requires approval from Department of Treasury.</li> </ul>

## Accounts Payable Workspace

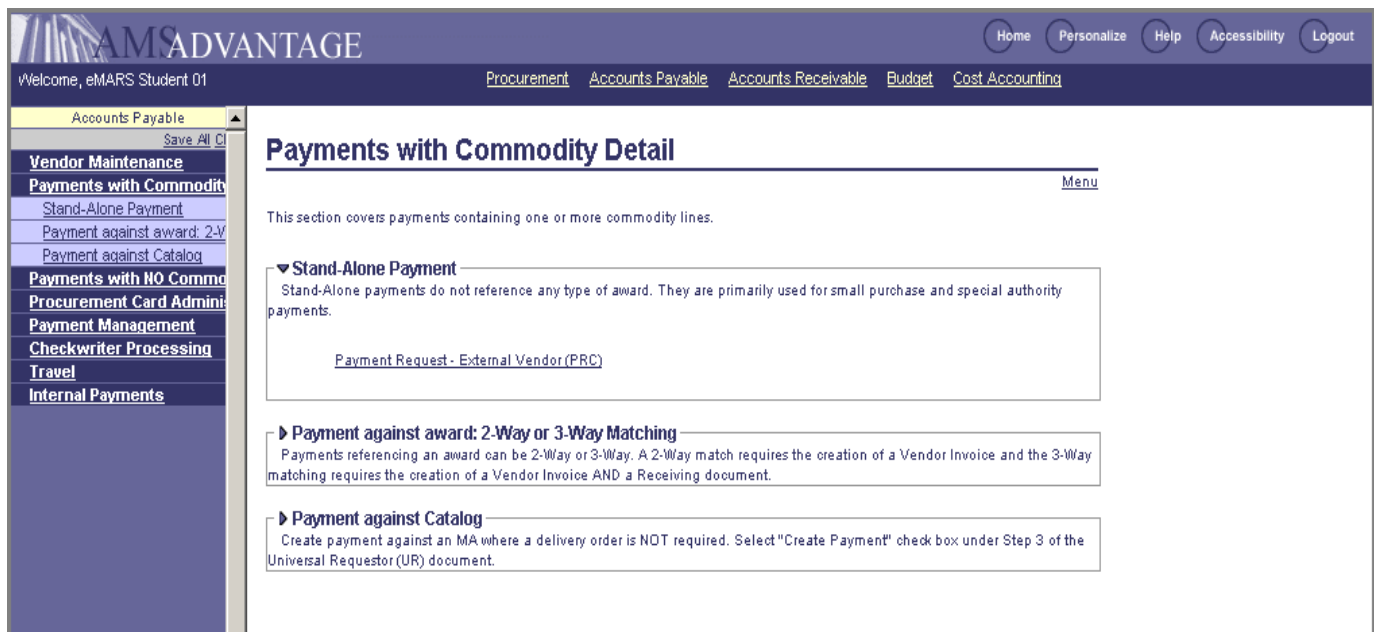
The Accounts Payable Workspace takes you to the documents and tables you use every day in eMARS. The Workspace is in the Primary Navigation Panel and by clicking on the Accounts Payable Workspace, links are provided for quick access.



The screenshot shows the AMS ADVANTAGE interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. Below this, a secondary navigation bar lists Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. The left sidebar, titled 'Accounts Payable', contains a list of links: Vendor Maintenance, Vendor Inquiries, Vendor Documents, Payments with Commodity, Payments with NO Commodity, Procurement Card Administration, Payment Management, Checkwriter Processing, Travel, and Internal Payments. The main content area is titled 'Vendor Maintenance' and includes a 'Menu' link. It contains two sections: 'Vendor Inquiries' and 'Vendor Documents'. The 'Vendor Inquiries' section states that all vendors (external, internal, customers and employees) can be found on the VCUST table and provides a link to 'Vendor/Customer (VCUST)'. The 'Vendor Documents' section explains that new vendor/customer records are added on the VCC document, while modifications to existing vendors/customers are processed on the VCM document, and that Statewide Accounting Services will approve both documents.

By selecting a link from the Secondary Navigation Panel, documents and tables are easily accessed. Click on the links in the Secondary Navigation Panel to review the information in each. You will practice using Workspaces during the exercises.

### Payments with Commodity Detail



The screenshot shows the AMS ADVANTAGE interface with the 'Payments with Commodity Detail' section selected. The top navigation bar and secondary navigation bar are the same as in the previous screenshot. The left sidebar is the same, but the 'Payments with Commodity' link is highlighted. The main content area is titled 'Payments with Commodity Detail' and includes a 'Menu' link. It contains three sections: 'Stand-Alone Payment', 'Payment against award: 2-Way or 3-Way Matching', and 'Payment against Catalog'. The 'Stand-Alone Payment' section states that Stand-Alone payments do not reference any type of award and are primarily used for small purchase and special authority payments, with a link to 'Payment Request - External Vendor (PRC)'. The 'Payment against award: 2-Way or 3-Way Matching' section explains that payments referencing an award can be 2-Way or 3-Way, and that a 2-Way match requires the creation of a Vendor Invoice and the 3-Way matching requires the creation of a Vendor Invoice AND a Receiving document. The 'Payment against Catalog' section states that payments against an MA where a delivery order is NOT required should select the 'Create Payment' check box under Step 3 of the Universal Requestor (UR) document.

## Accounting Templates

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Accounting templates provide the ability to save frequently used chart of accounts data for use in subsequent document creation. These templates are used to populate fund and detail accounting elements on documents.

In order to reduce data entry and minimize errors, you can establish standard accounting templates of information that can be provided when you process documents. Using these templates, you reduce the amount of time it takes to enter new documents. Templates also make it easier for the non accountant type to process documents.

Basics of the Accounting Templates:

- Elements of the Accounting template are inferred after you **Validate** the document
- Any values entered by the user either before or after the template has been inferred will override any values from the template

For example, a department creates an accounting template called “Postage” for use with payment documents. The template includes fund, department, unit, function and object of expenditure. When applying this template on an accounting line with an object already specified, the accounting template only brings in the fund, department, unit and function. The Object Code on the document is not replaced with the Object Code from the template.

## Accounting Profiles

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Accounting Profiles can be used on the **Header** or **Commodity** sections on documents of the **PO** and **PR** (Payment Request) document types. When the Accounting Profile field is populated on the Header and then the **Load Accounting Profile** action is clicked, the **Accounting Distribution** section is automatically populated with the Accounting Templates and related percentages associated with the Accounting Profile. The information may then be manipulated, if needed, prior to selecting the **Distribute Accounting** action. When the **Accounting Profile** field is populated on the Commodity Line, then the accounting lines are automatically generated when the document is validated.

NOTE: Accounting templates may be used on both Commodity-based and Non-Commodity based documents. Accounting Profiles are used only on Commodity-based documents.

For further questions about creating, modifying and searching for **Accounting Templates**, you can refer back to the **eMARS 110 Chart of Accounts** course. More information on **Accounting Profiles** can be found in the General Procurement manual.

## Object Codes or “E” Codes

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Object Codes or “E” Codes are used to identify the type of expenditures being obligated against an agency’s budget. These codes are referenced on many reports, both statewide and agency specific. Therefore, in order to get an accurate representation of actual expenditures, it is important to select the appropriate Object Code on an award (encumbrance) or payment (expenditure) documents. Users should follow these guidelines to ensure an accurate Object Code is entered:

- Be sure the Object Code selected is represented within the proper Object Type. (Example: Computer Equipment/Hardware has a specific Object Code within Object Types 3, 6 & 7.)
- Avoid Object Codes with “Miscellaneous” or “Other” as part of the name when possible.
- Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at <http://finance.ky.gov/internal/eMARS/Chart+of+Accounts.htm> to aid in your selection of proper Object Codes or contact your agency’s Fiscal Officer for specific object codes.

## Event Types

Event Types are used on the accounting line to signify what posting codes will be used while also bringing in specific rules for data entry concerning referenced transactions, customer codes, vendor codes and all defined chart of account elements in the system.

All documents will have allowable event types defined and a single default event type identified. The user can either let the event type default or select an event type from the pick list for a particular document. Only the allowable event types will default for the document. A user entered event type will override the default. In other words, the system will never default an event type over one entered by a user. If the data entered is not correct for the event type or the document, error messages will be issued.

NOTE: Under most circumstances you will not need to select the event types. Instead, allow the event type to infer.

Document Code	Event Type	Description
<b>PRC</b>	AP01	Authorize Normal Payment ( <b>Default</b> )
	XPRC	PRC Enc Correction
	XPSC	UPPS Interface Only
<b>PRCI</b>	IN30	Internal Reimbursement Purchase w/Cash (Expenditure/Reduction to Expenditure)
	IN32	Internal Quasi External Purchase w/Cash (Expenditure/Revenue)
<b>PRM</b>	AP01	Authorize Normal Payment ( <b>Default</b> )
<b>PRMI</b>	IN30	Internal Reimbursement Purchase w/Cash (Expenditure/Reduction to Expenditure)
	IN32	Internal Quasi External Purchase w/Cash (Expenditure/Revenue)
<b>GAX</b>	AP01	Authorize Normal Payment ( <b>Default</b> )
<b>GAX2</b>	XP09	Revenue Refund ( <b>Default</b> )
<b>GAX3</b>	AP18	Asset Payout Authorization ( <b>Default</b> )
	AP03	Authorize Retainage Payment
	AP08	Authorize Unreserved Credit Balance Refund
	AP12	Authorize Escheat Payment
	AP14	Forfeiture or Retainage to Expenditure
	AP15	Forfeiture of Retainage to Undistributed Receipts

## **2 – Matching Payments**

NOTE: <u>Processing payments through the matching process is not mandatory, only Optional. Departments may process payments by using the Copy Forward feature from Award documents.</u>
---

### **Overview of Matching Process**

Two-way and three-way matching are controlled centrally. Certain award documents are set up to allow two-way matching and others are set up to allow three-way matching. In general, service type contracts (excluding Personal Service and Memorandum of Agreement) will require two-way matching. Item or good type contracts will require three-way matching. Users will not be able to determine two-way and three-way matching when creating an award.

#### **There can be three phases / documents in Matching:**

1. Order document
2. Receipt/Receiver document (Three-way matching only)
3. Invoice document

Once all matching documents have been created and matching requirements met, payment request documents will be generated through the nightly cycle.

Each is explained in the following several pages. Invoicing will be explained before Receiving, as receiving is only involved in a three-way match. Notice that Invoicing is the last step in the matching process for both two-way and three-way matching.

## Matching Requirements and Eligibility

### PO Document Types

**Two-way matching** (order-invoice) is primarily used for service-type contracts (excluding personal service contracts and memorandums of agreement) where a receiving document is not required. The order is established by the award document codes (**DO2, PO2, CT2**).

#### CT2 document with two-way matching

Welcome, eMARS Student 758

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

CT2 758 0600000002 1

**Document View**

- ✓ Header
- Vendor
- Business Type
- Sub Vendor
- Accounting Distribution
- Terms and Conditions
- Special Instructions
- ✓ Commodity
- General Information
- Reference
- Shipping/Billing
- Specification
- Matching
- Retainage
- Tolerance
- Discount
- Commodity T & C
- Accounting
- Posting
- Supporting Documents
- Document Comments
- Document History
- Document Reference
- Future Triggering

CT2 - 758- 0600000002- 1- New- Draft

Action Menu

Load T and C Ship/Bill To Lines

Line	CL Description	Line Amount	Modified
1	Employment services	\$5,500.00	false

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: >

Load T and C Ship/Bill From Header

General Information

Reference

Shipping/Billing

Specification

Matching

Inv Quantity: 0.00000 Rec Quantity: 0.00000 Paid Quantity: 0.00000

Inv Contract: \$0.00 Rec Contract: \$0.00 Paid Contract: 0.00

Inv Amount: \$0.00 Rec Final: ☐ Paid Amount: 0.00

Inv Final: ☐ Match Indicator: Order - Invoice

Paid Final: ☐

Retainage

Tolerance

Discount

Top

Save Undo Print Validate Submit Close

A **three way match** (order-receipt-invoice) is required for the payment of most Goods. The order is established by the award document codes (**CT, DO, and PO**) and will be used for orders of tangible goods, thus requiring a receiving document to be processed.

*Purchase Order document with three-way matching indicated*

PO 758 0600000001 1

Document View

Header

Vendor

Business Type

Sub Vendor

Accounting Distribution

Terms and Conditions

Special Instructions

Commodity

General Information

Reference

Shipping/Billing

Specification

Matching

Retainage

Tolerance

Discount

Commodity T & C

Accounting

Posting

Supporting Documents

Document Comments

Document History

Document Reference

Future Triggering

PO - 758- 0600000001- 1- New- Final

Action Menu

Load T and C Ship/Bill To Lines

Line	CL Description	Line Amount	Modified
1	Computer	\$0.00	false

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0000100002 >

Load T and C Ship/Bill From Header

General Information

Reference

Shipping/Billing

Specification

Matching

Inv Quantity: 0.00000

Rec Quantity: 0.00000

Paid Quantity: 0.00000

Inv Contract: \$0.00

Rec Contract: \$0.00

Paid Contract: 0.00

Inv Amount: \$0.00

Rec Final: ☐

Paid Amount: 0.00

Match Indicator: Order - Receipt - Invoice

Paid Final: ☐

Retainage

Tolerance

Discount

Top

Edit

Print

Copy Forward

Close

## Vendor Invoices (IN)

The “**invoice**” is established by the **IN** document and is required in both two-way and three-way matching. Upon receipt of the Vendor’s invoice, the accounts payable office will create an Invoice (**IN**) using the Invoice Search (**INSRCH**) table, which will reference the order.

Welcome, Kelly Ziemer

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Accounts Payable

Save Restart Save All Cl

Vendor Maintenance

Payments with Commodit

Stand-Alone Payment

Payment against award: 2-V

✓ Enter Vendor Invoice (INS

Receive Goods (RCSRCH

Payment against Catalog

Payments with NO Commo

Procurement Card Admini

Payment Management

Checkwriter Processing

Travel

Internal Payments

### Invoicing Search

Menu

Standalone Invoice Browse Clear

Doc Code : PO

Commodity Code : >

Department : 758 >

Issuer Code : >

Doc ID : >

Requestor Code : >

Procurement Folder : >

Vendor : >

Doc Code	Department	Doc ID	Phase	Description	Vendor	Name	# of Lines	Date
✓ PO	758	0600000001	Final	Computer	VC0000100002	Office Depot	1	02/28/2006

Copy First Prev Next Last

Select Lines To Invoice

The account payable user will be required to review the **IN** and enter required information such as the amount for payment (**partial/full**), vendor invoice information and the scheduled payment date. If the Invoice quantity or Service Contract amount is not equal to the corresponding value from the award (“order”), then the user will be required to record a condition code and document the reason for the partial invoice. Once complete, the **IN** document is submitted for approval. After all approvals have been applied and all matching criteria have been met, a Matching Payment Request (**PRM**) document will be generated during the nightly batch cycle

NOTE: Searching by the Document Code, Department and ID is recommended as it is a unique. However, if the specific document ID is not known, other methods are available such as searching by vendor. In addition, the wildcard “\*” may be used.

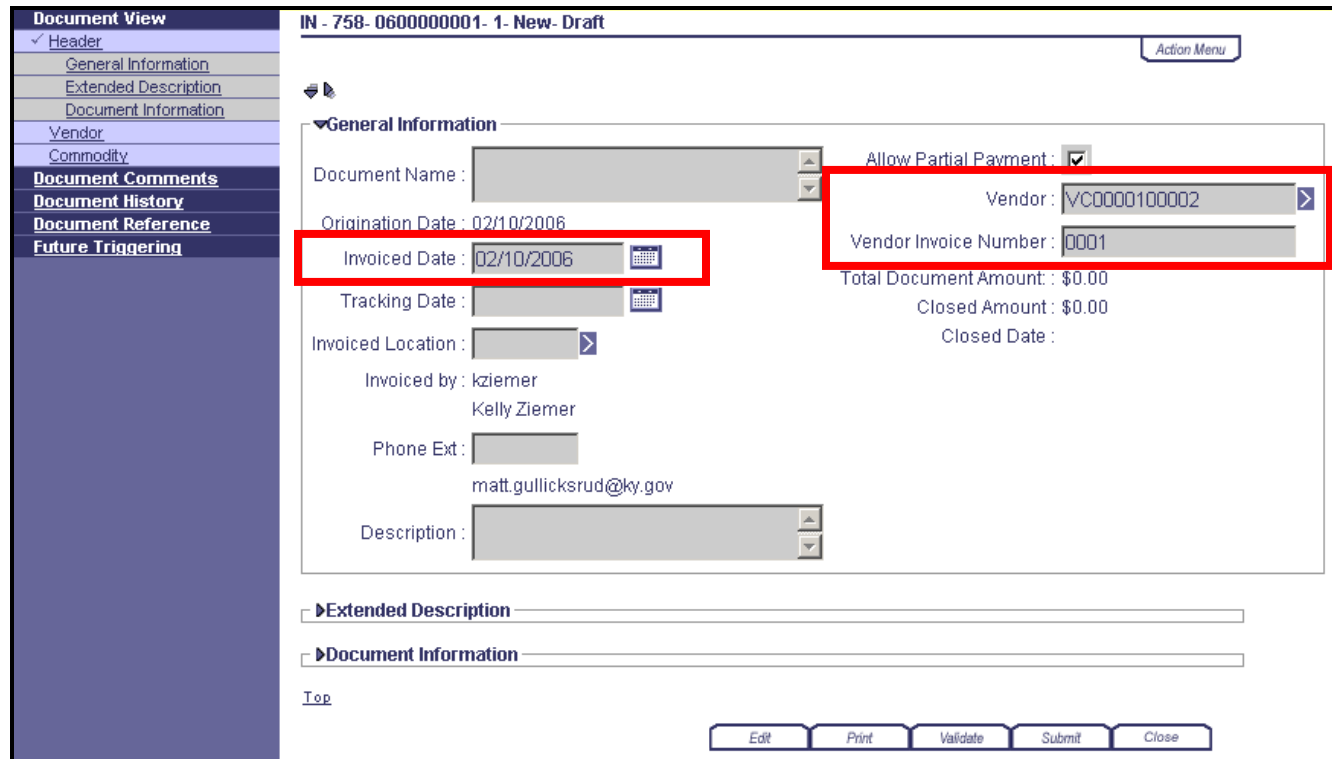


## Key Fields on IN document

### HEADER SECTION

The information, in the Required Field column in the table below, must be entered on the **IN** document for the document to be submitted. The table below contains information in the Header section.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Invoiced Date	Required	Will default to today's date, but should be changed to reflect the issued date on the Vendor's Invoice.
		Description	Optional	
		Vendor Invoice Number	Required	The first 30 characters of this field will display on the check stub, or remittance to vendor.



**Document View**

- Header
- General Information
- Extended Description
- Document Information
- Vendor
- Commodity
- Document Comments
- Document History
- Document Reference
- Future Triggering

**IN - 758- 0600000001- 1- New- Draft**

**General Information**

Document Name :

Allow Partial Payment : ☒

Origination Date : 02/10/2006

Invoiced Date : 02/10/2006

Tracking Date :

Invoiced Location :

Invoiced by : kziemer  
Kelly Ziemer

Phone Ext :

matt.gullicksrud@ky.gov

Description :

Vendor : VC0000100002

Vendor Invoice Number : 0001

Total Document Amount : \$0.00

Closed Amount : \$0.00

Closed Date :

**Extended Description**

**Document Information**

[Top](#)

[Edit](#) [Print](#) [Validate](#) [Submit](#) [Close](#)

### Important Information to Remember About the Header Section

The first 30 characters of the Vendor **Invoice Number** field will print out on the check stub. This field should be used to communicate data needed by the vendor to apply the payment properly.

### VENDOR SECTION

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	All fields	Inferred	Inferred from award. However, Address Code may be changed if a different payment address is available from the vendor record.
	Disbursement Options	Scheduled Payment Date	Required	Enter Due Date from Vendor's Invoice
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed

IN 758 0600000001 2

**Document View**

- ✓ Header
- ✓ Vendor
- General Information
- Disbursement Information
- Discount Information
- Commodity
- Document Comments
- Document History
- Document Reference
- Future Triggering

**IN - 758- 0600000001- 2- Modification- Draft**

[Action Menu](#)

[Copy Line](#) [Select Line](#)

First Prev [Go To](#) Next Last

**General Information**

Vendor Code : VC0000100002

Name : Office Depot

Alias/DBA :

AddressCode : AD001

1303 US 127 SOUTH  
Franklin Square Shopping Center  
Frankfort  
KY  
40601  
US

Vendor Contact ID :

Vendor Contact Name :

Vendor Contact Phone : (502) 223-2500

Vendor Contact Phone Ext. :

Vendor Contact Email :

**Disbursement Information**

Disbursement Category : STM

Disbursement Format : REG

Disbursement Priority : 99

Disbursement Type : Check

Single Check Flag : ☐

On-line Disbursement Request : ☐

Handling Code :

Tax Profile Code :

Scheduled Payment Date : 04/05/2006

**Discount Information**

[Top](#)

**Important Information to Remember About the Vendor Section**

- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. This value will default to today's date so it is your **\*RESPONSIBILITY\*** to set the value in the Commonwealth's best interest.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the "pick list" by the user. Other categories are, Sealed (**SAM**) & Unsealed Agency Mailed (**UAM**) and Sealed (**STM**) & Unsealed Treasury Hold (**UTM**).
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.


**COMMODITY SECTION**

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	Reference	Ref Doc Code Ref Doc Dept Ref Doc ID Ref Award Line	Inferred	Inferred from award document
		Invoice Indicator	Required	Select Partial or Final. (DO NOT FINAL AWARD INADVERTENTLY)
	General Information	CL Description	Inferred	Inferred from award, but can be changed.
		Commodity	Inferred	Inferred from award.
		Line Type	Inferred	Inferred from award.
		Quantity, Unit Price	Required if Line Type is Item	Inferred from award. Enter appropriate Quantity and/or Unit Price. Any quantity or amount in excess of the remaining award quantity or amount will only be allowed up to tolerances established on the award.
		Invoiced SC Amount	Required if Line Type is Service	Inferred from award. Enter appropriate Amount. Any amount in excess of the remaining award amount will only be allowed up to tolerances established on the award.
		Received Service From Date	Required if Line Type is Service.	Will default to current date if no value entered. Date entered should be within Service From & To dates of the referenced award.
		Received Service To Date	Required if Line Type is Service.	Will default to current date if no value entered. Date entered should be within Service From & To dates of the referenced award

Secondary Navigation Panel Section	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
		Condition	Required if Quantity or Amount is not equal to award quantity or amount	Select from "pick list"
		Reason	Required if Quantity or Amount is not equal to award quantity or amount	Enter reason for partial payment.
	Tolerance Information	All Fields	Inferred	If established, tolerances will be inferred from the award.

### Important Information to Remember About the Commodity Section

- Users should pay attention to the **Invoice Indicator** in the Commodity section. Select "Final" if no other payments will be made against the referenced line. Select "Partial" if additional payments are expected. Refer to the Matching Rules section later in this manual for more information.
- The **IN** does not contain an accounting section. Any changes to Accounting must be accomplished by either: 1) Modifying the award or 2) Using the copy forward to a **PRC**.
- A negative Quantity or Invoice SC Amount cannot be entered on the **IN** document. Additional Lines that do not reference the award cannot be added in the **IN**.
- The Service From and To dates on the **IN** must be within the Service From and To dates on the Referenced Award. Otherwise, the generated **PRM/PRMI** will reject.
- If a Quantity or Invoice **SC** Amount is less than the amount on the reference award, a Condition Code and Reason will be required.
- If a Quantity or Invoice **SC** Amount is less than the amount on the referenced award AND the Invoice Indicator is marked as **FINAL**, an overrideable error will be generated. This override can be applied within the department. After the override is applied, the document should be submitted and not validated again. (Validating will remove the override previously applied.)
- For payments which recur on a frequent basis, **Future Document Triggering** may be used to establish subsequent payments.



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Welcome, eMARS Student 758

[Procurement](#) [Accounts Payable](#) [Accounts Receivable](#) [Budget](#) [Cost Accounting](#)

IN 758 0600000001 1

**Document View**

- ✓ Header
- ✓ Vendor
- ✓ Commodity
- Reference
- Commodity Information
- Discount Information
- Tolerance Information
- Document Comments
- Document History
- Document Reference
- Future Triggering

**IN - 758- 0600000001- 1- New- Final**

[Action Menu](#)

Commodity Line	Invoiced Qty	Unit	Invoiced Unit Price	Invoiced SC Amount	Tax Amount	Item Total
1	1.00000	BOX	\$1,000.00	\$0.00	\$0.00	\$1,000.00

Insert New Line Insert Copied Line First Prev Go To Next Last

**Reference**

Ref Doc Code : PO      Ref Award Line : 1

Ref Doc Dept : 758      Invoice Indicator : Final

Ref Doc ID : 0600000001

**Commodity Information**

Vendor Invoice Line No : 1

Procurement Folder : 33401

CL Description : Computer

Commodity : 20400

Line Type : Item

Invoiced Qty : 1.00000

Unit : BOX

Invoiced Unit Price : \$1,000.00

Price : \$1,000.00

Tax Amount : \$0.00

Item Total : \$1,000.00

Invoiced SC Amount : \$0.00

Order Qty : 1.00000

Order Unit Price : \$0.00

Order SC Amount : \$0.00

Ordered Item Total : \$0.00

Match Type : 3

FOB Name :

Received Service From Date : 02/10/2006

Received Service To Date : 02/10/2006

Commodity Description : COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

Tax Profile :

Condition : 18

Partial Payment

Reason : Invoice Pens

Additional Comment :

**Tolerance Information**

**Discount Information**

[Top](#)

[Edit](#) [Print](#) [Copy Forward](#) [Close](#)

## Receipt of Goods

The “**receipt**” is established by the **RC** document and occurs only in three-way matching. Upon receipt of goods, the person taking possession of the goods on behalf of the Commonwealth will create a Receiver (**RC**) document using the Receiving Search (**RCSRCH**) inquiry, which will reference the “order”.

Welcome, Kelly Ziemer

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Accounts Payable

Save Restart Save All Cl

Vendor Maintenance

Payments with Commodity

Stand-Alone Payment

Payment against award: 2-V

Enter Vendor Invoice (INS)

✓ Receive Goods (RCSRCH)

Payment against Catalog

Payments with NO Commo

Procurement Card Admini

Payment Management

Checkwriter Processing

Travel

Internal Payments

### Receiving Search

Menu

Memo Receipt Browse Clear

Doc Code : PO Commodity Code : >

Department : 758 > Shipping Location Code : >

Doc ID : Issuer Code : >

Procurement Folder : > Requestor Code : >

Vendor : >

Doc Code	Department	Doc ID	Phase	Description	Vendor	Name	# of Lines	Date
✓ PO	758	0600000001	Final	Computer	VC0000100002	Office Depot	1	02/28/2006

Copy First Prev Next Last

Select Lines To Receive

The receiving user will inspect the shipment and enter the amount received as well as indicate any problems with the shipment. Receiver documents will be submitted to a final status by the user. No approvals are required on RC documents.

For more information on receiving documents, please refer to the eMARS General Procurement course materials.

## Two-Way Matching (Order-Invoice)

Service related contracts (excluding professional services and memorandum of agreement) should be established as two-way matching. By creating a **PO2**, **DO2** or **CT2**, a two-way match is initiated. An Invoice (**IN**) document is required. The **IN** is created using the Invoice Search (**INSRCH**) table. A Payment Request Matching document (**PRM/PRMI**) is automatically generated and submitted to final during the nightly batch cycle once the **IN** document is submitted and final.

## Three-Way Matching (Order-Receipt-Invoice)

Item or good type contracts will require three-way matching. By creating a **PO**, **DO** or **CT**, a three-way match is initiated. Both an Invoice (**IN**) and Receiver (**RC**) document are required. The **IN** is created using the Invoice Search (**INSRCH**) table. The **RC** is created using the Receiving Search (**RCSRCH**) table. A Payment Request Matching document (**PRM/PRMI**) is automatically generated and submitted to final during the nightly batch cycle once the **IN** and **RC** documents are submitted and final.

NOTE: When reviewing **PRM/PRMI's** created by both two-way and three-way matching the user may find that the **PRM/PRMI** has more than one **IN** referenced. If several **IN** documents are processed with the same Department, Unit, Vendor and Scheduled Payment Date, then all these **IN's** will be consolidated on one **PRM/PRMI** document. Therefore, the vendor will receive one payment for all **IN's** represented on the **PRM/PRMI**.

## HIGHLIGHTS

- For two-way matching, the document codes are **PO2**, **DO2** and **CT2**
- For two-way matching, the **IN** document is required and will be created by the accounts payable office
- For three-way matching, the document type-document code are **PO**, **DO** and **CT**
- For three-way matching, the **IN** and **RC** documents are required. The receiving office is responsible for creating the Receiver (**RC**) document(s) through Receiving Search (**RCSRCH**) and the accounts payable office is responsible for creating the Invoice (**IN**) document(s) through Invoice Search (**INSRCH**)
- **IN** documents are submitted into workflow for approval. **RC**, **PRM** and **PRMI** documents do not require approval

Note: If no errors are encountered, **PRM/PRMI** documents are submitted directly to final during the nightly batch process and require no approval. However, errors may be encountered which would cause the **PRM/PRMI** document to reject. It is the department's responsibility to check for rejected **PRM/PRMI** documents daily on the Document Catalog.



## Exercise — Logging In to eMARS

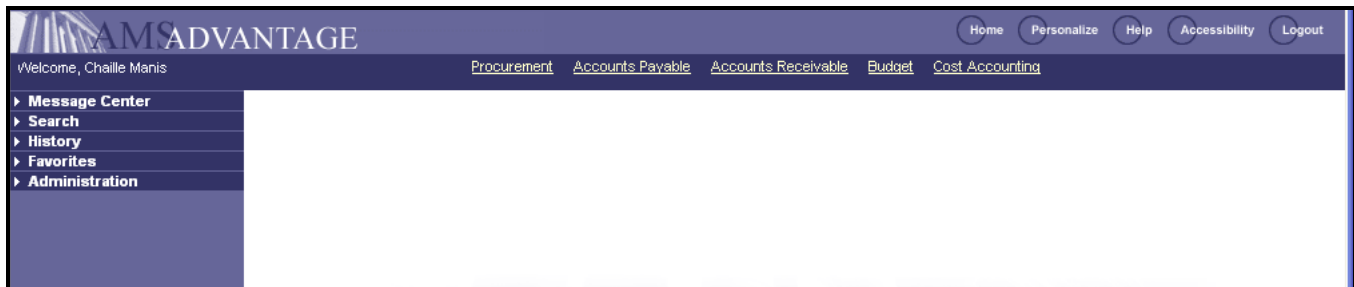
You will use a Student ID to access the training database during class. These IDs are only set up for the training environment. Your User ID for the production environment will be assigned along with a new password when eMARS is implemented.

- From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your Student ID posted on the PC. <b>NOTE: User Names are case sensitive.</b>
Password	Enter your Password and click <b>Login</b> . <b>NOTE: Passwords are case sensitive.</b>



The Home Page appears.



## Exercise 1 — Three-Way Matching with an External Vendor

### Scenario

Your Department needed pens for the office. Therefore, a Delivery Order (**DO**) was created using **URCATS** to order pens from Cardinal Office Supply. The pens have been delivered to the district office and Cardinal has submitted their invoice for payment. The **DO** requires a **three-way match** and the receiving office has created an **RC** using **RCSRCH**. Now the accounts payable office must create an **IN** using **INSRCH**. Through the matching process, a **PRM** will be generated for payment.

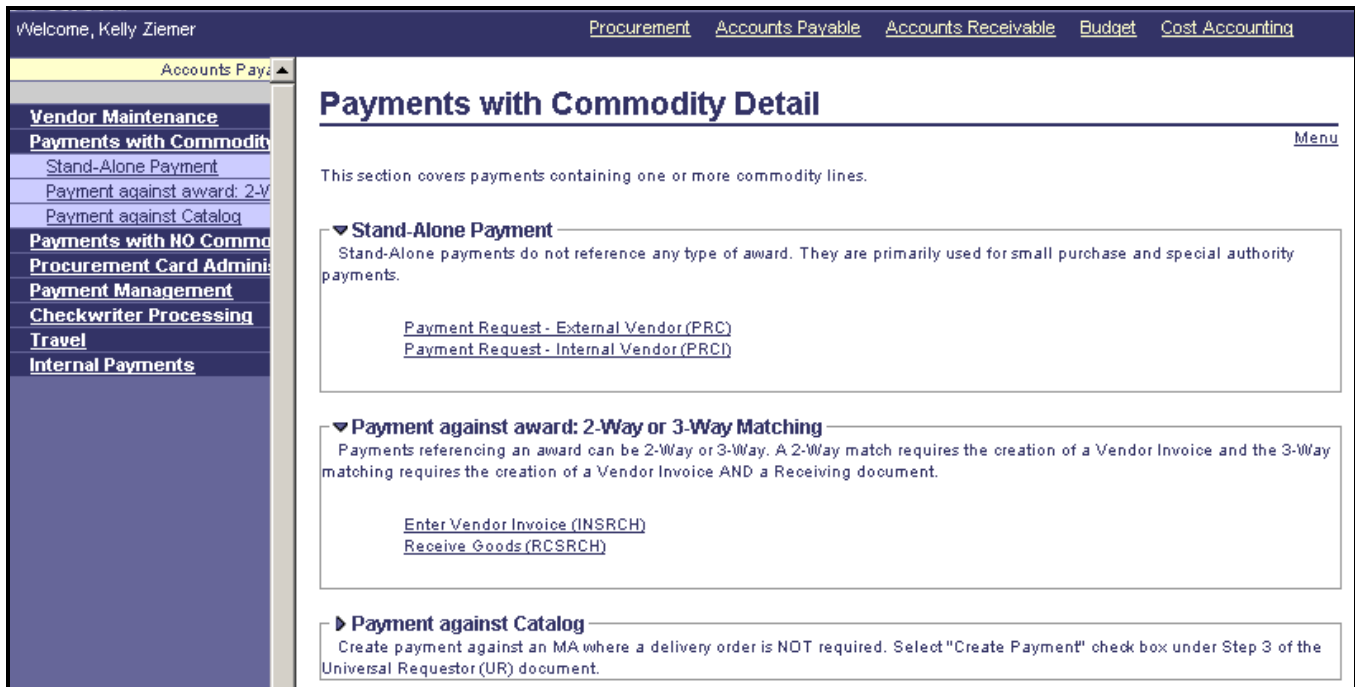
### Task Overview

Create an **IN** document for a three-way match. A **PRM** document is automatically generated in the nightly batch cycle.

NOTE: The nightly batch cycle will not be run as part of this exercise so you will not see a **PRM** document.

### Procedures

1. From the Primary Navigation Panel, click **Accounts Payable**.
2. On the Secondary Navigation Panel, click **Payments with Commodity Detail**.
3. Click **Payment against Award: 2-way or 3-way matching**.



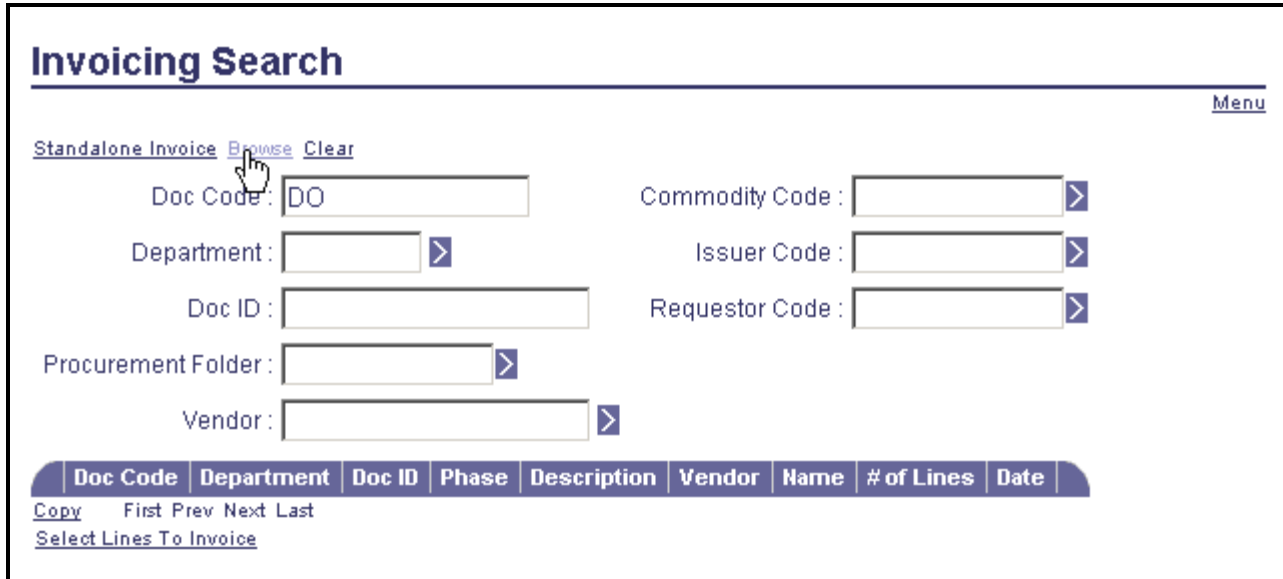
The screenshot shows the eMARS Accounts Payable interface. The top navigation bar includes links for Procurement, Accounts Payable, Accounts Receivable, Budget, and Cost Accounting. The left sidebar contains a list of navigation options, with 'Accounts Payable' selected. The main content area is titled 'Payments with Commodity Detail' and includes a 'Menu' link. The text below the title states: 'This section covers payments containing one or more commodity lines.' There are three main sections: 'Stand-Alone Payment', 'Payment against award: 2-Way or 3-Way Matching', and 'Payment against Catalog'. The 'Stand-Alone Payment' section includes links for 'Payment Request - External Vendor (PRC)' and 'Payment Request - Internal Vendor (PRCI)'. The 'Payment against award: 2-Way or 3-Way Matching' section includes links for 'Enter Vendor Invoice (INSRCH)' and 'Receive Goods (RCSRCH)'. The 'Payment against Catalog' section includes a description: 'Create payment against an MA where a delivery order is NOT required. Select "Create Payment" check box under Step 3 of the Universal Requestor (UR) document.'

4. Click **Enter Vendor Invoice (INSRCH)**.

5. The Invoicing Search page opens. Enter the following information.

Required Fields	Values
Doc Code	DO
Department	Please Refer to your Student Card
Doc ID	Please Refer to your Student Card

6. Click **Browse**.



**Invoicing Search** [Menu](#)

[Standalone Invoice](#) [Browse](#) [Clear](#)

Doc Code:  Commodity Code:

Department:  Issuer Code:

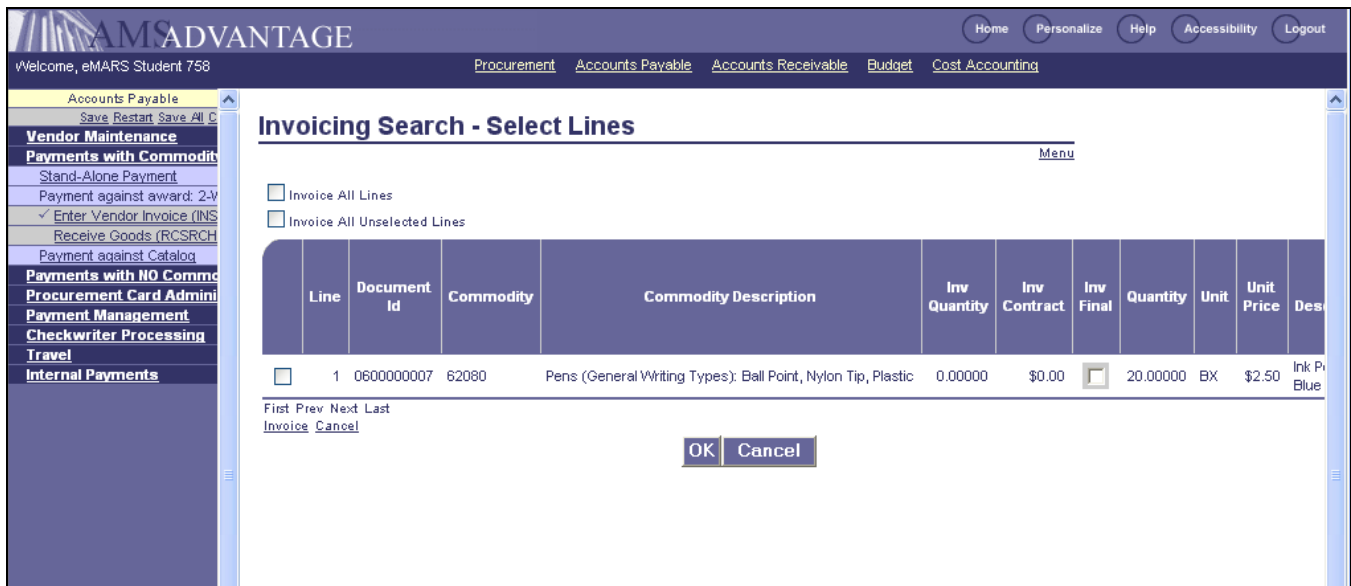
Doc ID:  Requestor Code:

Procurement Folder:

Vendor:

Doc Code	Department	Doc ID	Phase	Description	Vendor	Name	# of Lines	Date
<a href="#">Copy</a> <a href="#">First</a> <a href="#">Prev</a> <a href="#">Next</a> <a href="#">Last</a> <a href="#">Select Lines To Invoice</a>								

7. Select the **DO** line. Click **Select Lines to Invoice**.



**AM ADVANTAGE** [Home](#) [Personalize](#) [Help](#) [Accessibility](#) [Logout](#)

Welcome, eMARS Student 758 [Procurement](#) [Accounts Payable](#) [Accounts Receivable](#) [Budget](#) [Cost Accounting](#)

**Invoicing Search - Select Lines** [Menu](#)

☐ Invoice All Lines  
☐ Invoice All Unselected Lines

Line	Document Id	Commodity	Commodity Description	Inv Quantity	Inv Contract	Inv Final	Quantity	Unit	Unit Price	Des
<input type="checkbox"/>	1	0600000007	62080	Pens (General Writing Types): Ball Point, Nylon Tip, Plastic	0.00000	\$0.00	<input type="checkbox"/>	20.00000	BX	\$2.50 Ink P Blue

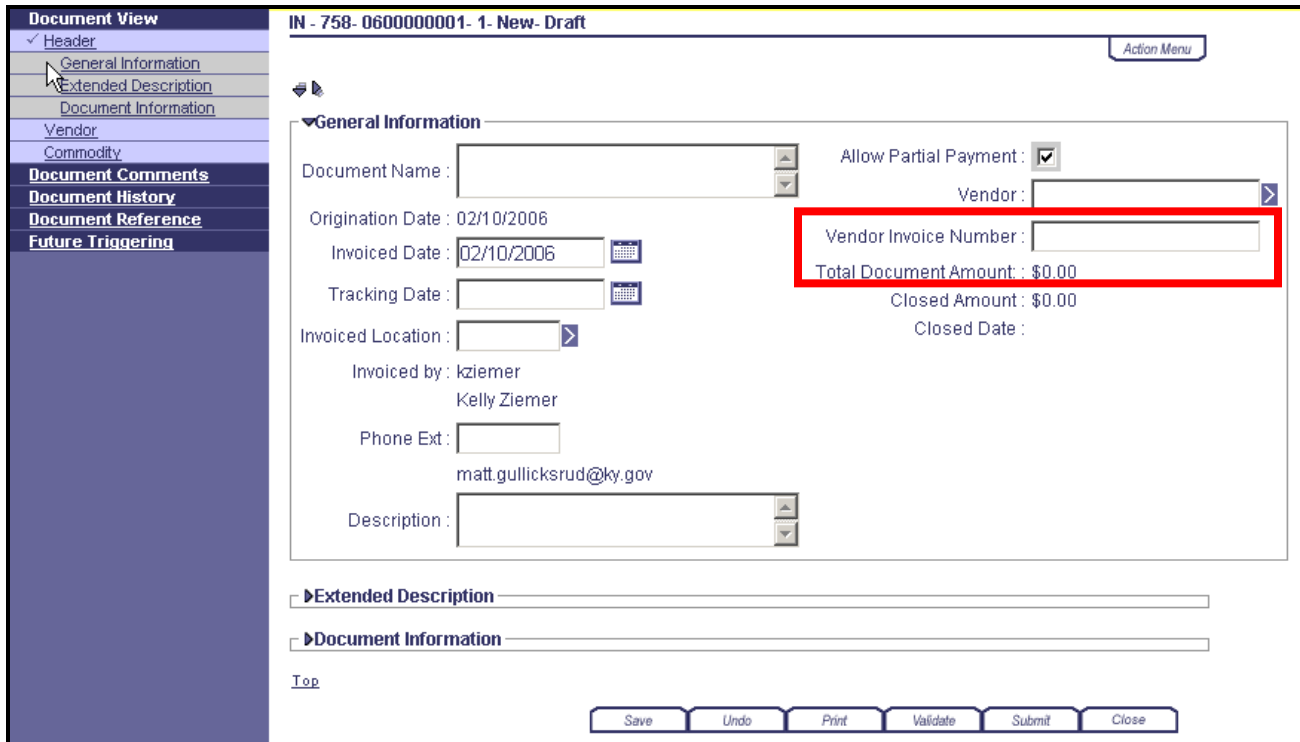
[First](#) [Prev](#) [Next](#) [Last](#)  
[Invoice](#) [Cancel](#)

[OK](#) [Cancel](#)

8. Select the check box for line 1. Click **Invoice**.

9. The IN document opens to the **Header** section. Enter the following information:

Required Fields	Values
Invoice Date	Enter 10 days ago (This is the actual date on the vendor invoice)
Vendor Invoice Number	Please Refer to your Student Card



The screenshot shows the eMARS system interface for a new draft invoice. The left sidebar contains a 'Document View' menu with options: Header (selected), General Information, Extended Description, Document Information, Vendor, Commodity, Document Comments, Document History, Document Reference, and Future Triggering. The main area displays the 'IN - 758- 0600000001- 1- New- Draft' document. The 'General Information' section is expanded, showing fields for Document Name, Invoiced Date (02/10/2006), Tracking Date, Invoiced Location, Invoiced by (Kelly Zierner), Phone Ext, and Description. The 'Vendor Invoice Number' field is highlighted with a red box. Other fields include 'Allow Partial Payment' (checked), 'Vendor', 'Total Document Amount' (\$0.00), 'Closed Amount' (\$0.00), and 'Closed Date'. At the bottom, there are buttons for Save, Undo, Print, Validate, Submit, and Close.

10. Click **Vendor** from the Secondary Navigation Panel. The page opens to the General Information section.
11. Access the **Disbursement Information** section and enter the following information:

Required Fields	Values
Scheduled Payment Date	Enter 5 days from today's date (Use the requested date on the Vendor's Invoice.)

**Document View**  

- Header
- Vendor
- General Information
- Disbursement Information
- Discount Information
- Commodity
- Document Comments
- Document History
- Document Reference
- Future Triggering

**IN - 758- 0600000001- 1- New- Draft**

Action Menu

First Prev Go To Next Last

Copy Line Select Line

**General Information**  
Vendor Code : VC0000100002  
Name : Office Depot  
Alias/DBA :  
AddressCode : AD001  
1303 US 127 SOUTH  
Franklin Square Shopping Center  
Frankfort  
KY  
40601  
US  
Vendor Contact ID :  
Vendor Contact Name :  
Vendor Contact Phone : (502) 223-2500  
Vendor Contact Phone Ext. :  
Vendor Contact Email :

**Disbursement Information**  
Disbursement Category :  
Disbursement Format : REG  
Disbursement Priority : 99  
Disbursement Type : Check  
Single Check Flag :  
On-line Disbursement Request :  
Handling Code :  
Tax Profile Code :  
Scheduled Payment Date : 4/5/2006

**Discount Information**

Top

Save Undo Print Validate Submit Close

- Click **Commodity** from the Secondary Navigation Panel. The page opens to the Reference section. Select **Partial** for the Invoice Indicator.
- Click **Commodity Information**. Notice in the **Commodity Information** section, the information has defaulted from the **DO Commodity** section.
- Enter the following information in the **Commodity Information** section:

Required Fields	Values
Invoiced Qty	1
Condition	Select Partial Payment from Pick List
Reason	Invoice pens

Commodity Line	Invoked Qty	Unit	Invoked Unit Price	Invoked SC Amount	Tax Amount	Item Total
1	1.00000	BOX	\$0.00	\$0.00	\$0.00	\$0.00

Insert New Line Insert Copied Line First Prev Go To Next Last

Reference

Commodity Information

Vendor Invoice Line No: 1 Received Service From Date: 02/10/2006

Procurement Folder: 33401 Received Service To Date: 02/10/2006

CL Description: Pens

Commodity: 62080

Commodity Description: Pens (General Writing Types): Ball Point, Nylon Tip, Plastic

Line Type: Invoice

Invoked Qty: 1.00000

Unit: BOX

Tax Profile:

Condition: 18

Partial Payment

Reason: Invoice Pens

Additional Comment:

Invoked Unit Price: \$0.00

Price: \$0.00

Tax Amount: \$0.00

Item Total: \$0.00

Invoked SC Amount: \$0.00

Order Qty: 1.00000

Order Unit Price: \$0.00

Order SC Amount: \$0.00

Ordered Item Total: \$0.00

Match Type: 3

FOB Name:

15. Click **Validate**. Check for errors. If errors are present, correct then and click **Validate** again.

16. Click **Submit** after all the errors have been corrected. A message is returned *Document submitted successfully*.

NOTE: In training, the **IN** document will submit to "Final". However, in eMARS production the **IN** document will be submitted into Workflow for approvals.

17. Record your Document ID number.

NOTE: Write down the Document ID number. It is found at the top, left of the document.

Document ID Number \_\_\_\_\_

18. Click **Close** to exit the document.

19. Click **Home** on the **Primary Navigation Panel**.

## Future Triggering (FDT) - Recurring document

In situations where payments recur on a predefined frequency, such as weekly, monthly or quarterly, future document triggering can be used to save time and data entry.

**Future Document Triggering (FDT)** allows the user to set up, maintain and trigger the creation of **IN**, **PRC** or **GAX** documents in the future on a user-defined frequency either as a recurring event or one time event.

The Future Document Triggering (**FDT**) table is used to set-up and monitor recurring payments.

*FDT table. Notice Frequency options and Trigger Type options*

### Future Document Triggering

[Menu](#) [Back](#)

Code	Doc Dept	ID	Version	Gen Doc Id	Start Date	End Date	Status
✓ IN	758	0600000001	1		04/01/2006	03/01/2009	Ready

First Prev Next Last


[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Search](#)
[View Log](#)


Code :

Doc Dept :

ID :

Version :

Start Date :  


End Date :  

Frequency Type 1 :

Frequency Type 2 :

Frequency Type 3 :

Trigger Type : ☒ Recurring  
☐ JV Reversal  
☐ Reclassification

Expire Time :  

Active : ☒

Carry Forward Amount : ☒

Hold Document : ☒

The **FDT** table can be accessed via a document. Once an approved document is opened through the Document Catalog or **Accounts Payable** workspace, click **Future Document Triggering** in the Secondary Navigation Panel. This will open the **FDT** table. Users may also establish entries directly on this table that reference the recurring document.

NOTE: If the Hold Document check box is selected, then the recurring documents will be created in "Held" status. If not selected, eMARS will attempt to submit the recurring documents into workflow. It is recommended that the HOLD Document check box be selected so that users will have the opportunity to review their documents before they are submitted into workflow

### **Future Triggering on an IN document**

IN 758 0600000001 1

**Document View**

- Header
- Vendor
- Commodity
- Reference
- Commodity Information
- Discount Information
- Tolerance Information
- Document Comments
- Document History
- Document Reference**
- Future Triggering**

**IN - 758- 0600000001- 1- New- Draft** Action Menu

Commodity Line	Invoiced Qty	Unit	Invoiced Unit Price	Invoiced SC Amount	Tax Amount	Item Total
1	1.00000	BOX	\$0.00	\$0.00	\$0.00	\$0.00

Insert New Line Insert Copied Line First Prev Go To Next Last

**Reference**

Ref Doc Code : PO Ref Award Line : 1

Ref Doc Dept : 758 Invoice Indicator : Final

Ref Doc ID : 0600000001

**Commodity Information**

Vendor Invoice Line No : 1 Received Service From Date : 02/10/2006

Procurement Folder : 33401 Received Service To Date : 02/10/2006

CL Description : Computer

Commodity : 20400 Commodity Description : COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

Line Type : Item

Invoiced Qty : 1.00000 Tax Profile :

Unit : BOX Condition :

Subsequent payments may also be established by using the **Copy Document** feature under the **Action Menu** or by establishing a **\*document template\***. (For more information on copy and document templates, please refer to the **eMARS 101 Intro to eMARS course**).



## Exercise 2 — Recurring IN Document (FDT)

### Scenario

The accounts payable office for your Department would like to set up a recurring **IN** document for quarterly office space lease payments. The first quarterly payment has already been created. We will use future document triggering from the **IN** already created (Refer to your Student Card) to establish recurring quarterly payments.

### Task Overview

Create a recurring **IN** document.

### Procedures

- Click **Search** from the Secondary Navigation Panel. Select **Document Catalog**. Enter the following information.

Required Fields	Values
Code	IN
Dept	Please Refer to your Student Card
Unit	UNIT
ID	Please Refer to your Student Card

- Click **Browse**.

### Document Catalog

Create

Document Identifier

Code :  > Unit :   
Dept :  ID :

User Information

Document State

Browse Clear

Action Menu

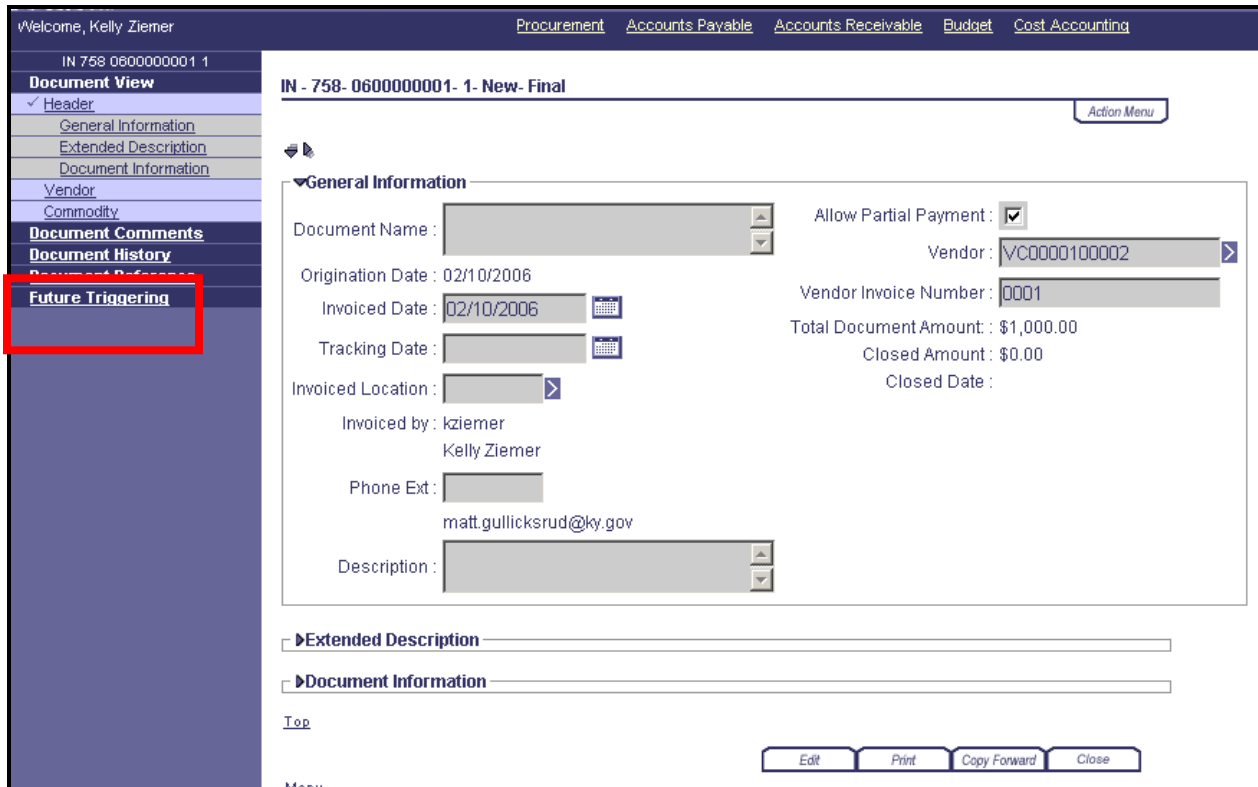
Open Validate Submit Copy

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
------	-------	------	----	----------	---------	----------	-------	--------	------	---------	--------	--------

First Prev Next Last

Menu

3. Click the ID number of the document. The **IN** document opens to the General Information section.
4. Click **Future Triggering** on the Secondary Navigation Panel.



The screenshot displays the eMARS Accounts Payable interface. The left navigation panel shows the 'Future Triggering' option highlighted with a red box. The main content area shows the 'General Information' section for document 'IN - 758- 0600000001- 1- New- Final'. The 'General Information' section includes fields for Document Name, Origination Date (02/10/2006), Invoiced Date (02/10/2006), Tracking Date, Invoiced Location, Invoiced by (kziemer, Kelly Ziemer), Phone Ext, and Description. It also displays summary information: Allow Partial Payment (checked), Vendor (VC0000100002), Vendor Invoice Number (0001), Total Document Amount (\$1,000.00), Closed Amount (\$0.00), and Closed Date. The 'Extended Description' and 'Document Information' sections are collapsed. At the bottom, there are buttons for Edit, Print, Copy Forward, and Close.

5. The **Future Document Triggering** page appears.
6. Click **Recurring** in the Trigger Type option.
7. Click **Insert**. The **Code**, **Doc Dept** and **ID** fields should have the information from the **IN** document that you searched for in **Step 1**.

## 8. Enter the following Information:

Required Fields	Values
Version	1
Start Date	The 1 <sup>st</sup> of next month
End Date	1 year from the Start Date
Frequency Type 1	Monthly by Date
Frequency Type 2	Every 3rd Month
Frequency Type 3	1st
Expire Time	1 year from the Start Date (same as End Date)
Carry Forward Amount	Check the box (This checkbox will carry forward the amount to all subsequent recurring documents.)
Hold Document	Check the box (This will ensure all subsequent recurring documents are generated in a Held status.)

9. Click **Save**.

## Future Document Triggering

[Menu Back](#)

Code	Doc Dept	ID	Version	Gen Doc Id	Start Date	End Date	Status
✓ IN	758	0600000001	1		04/01/2006	03/01/2009	Ready

First Prev Next Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Search](#) [View Log](#)

Code :

Doc Dept :

ID :

Version :

Start Date :

End Date :

Frequency Type 1 :

Frequency Type 2 :

Frequency Type 3 :

Trigger Type : ☒ Recurring  
☐ JV Reversal  
☐ Reclassification

Expire Time :

Active : ☒

Carry Forward Amount : ☐

Hold Document : ☒

10. Click **Home** on the **Primary Navigation Panel**.

### The Matching Status (MATA) Table

The **MATA** table enables the user to view what has been received, invoiced and paid against all lines on an Award document that is eligible for the on-line matching process. This page displays each commodity line of the Award document along with each corresponding commodity line referencing Invoice (**IN**), Receiver (**RC**) and Payment Request documents.

*MATA table with three-way matching from an award (CT) document.*

Doc Code :   
Doc Dept :   
Doc ID :   
Award Title :

Vendor Line :   
Vendor :   
Vendor Name :   
Requestor Name :   
Award Date :

Award Line	Comm	Qty	Unit Price	SC Amt	Tax	Item Total	Match Type	Partial Receipts	Matched Qty	Matched SC Amt	Hold PR	Create PRC	PRC Document	Inverse Invoice Quantit
✓ 1	10000	10.00000	\$25.00	\$0.00	\$0.00	\$250.00	Order - Invoice	<input checked="" type="checkbox"/>	0.00000	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>		0.0000
2	02004	0.00000	\$0.00	\$45,000.00	\$0.00	\$45,000.00	Order - Invoice	<input checked="" type="checkbox"/>	0.00000	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>		0.0000

[Override](#)
[Copy](#)
[First](#)
[Prev](#)
[Next](#)
[Last](#)

Invoice Document	IN Vend Line No	IN Line	Qty	Unit Price	SC Amt	Tax	Total Inv Amt	P/F Indicator	Partial Payment	Pd Qty	Pd SC Amt	Generate Zero dollar document
✓ IN 095 05000032	1	1	5.00000	\$25.00	\$0.00	\$0.00	\$125.00	Partial	true	5.00000	\$0.00	false
IN 095 05000032	1	2	0.00000	\$0.00	\$35,000.00	\$0.00	\$35,000.00	Partial	true	0.00000	\$35,000.00	false
IN 095 05000035	1	1	5.00000	\$25.00	\$0.00	\$0.00	\$125.00	Final	true	5.00000	\$0.00	false
IN 095 05000035	1	2	0.00000	\$0.00	\$10,000.00	\$0.00	\$10,000.00	Final	true	0.00000	\$10,000.00	false

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Receiver Document	RC Vend Line No	RC Line	Qty	SC Amt	P/F Indicator
✓ RC 095 0817050000000000000014	1	1	5.00000	\$0.00	Partial
RC 095 0817050000000000000014	1	2	0.00000	\$35,125.00	Partial
RC 095 0817050000000000000015	1	1	5.00000	\$0.00	Final
RC 095 0817050000000000000015	1	2	0.00000	\$9,875.00	Final

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Payment Request Document	PR Vend Line	PR Comm Line	Pd Qty	Unit Price	Pd SC Amt	Tax	Total Pd Amt	P/F Indicator	Payment Date
✓ PRM 095 0500000008	1	2	5.00000	\$25.00	\$0.00	\$0.00	\$125.00	Partial	08/17/2005
PRM 095 0500000008	1	3	0.00000	\$0.00	\$35,000.00	\$0.00	\$35,000.00	Partial	08/17/2005

**NOTE:** For two-way matching, **RC** documents will **NOT** be displayed in the **Receiver** section.

## Exercise 3 — MATA Table Search

### Scenario

The accounts payable office for your Department would like to view the matching documents from the **DO** used in **Exercise 1** on the **MATA** table.

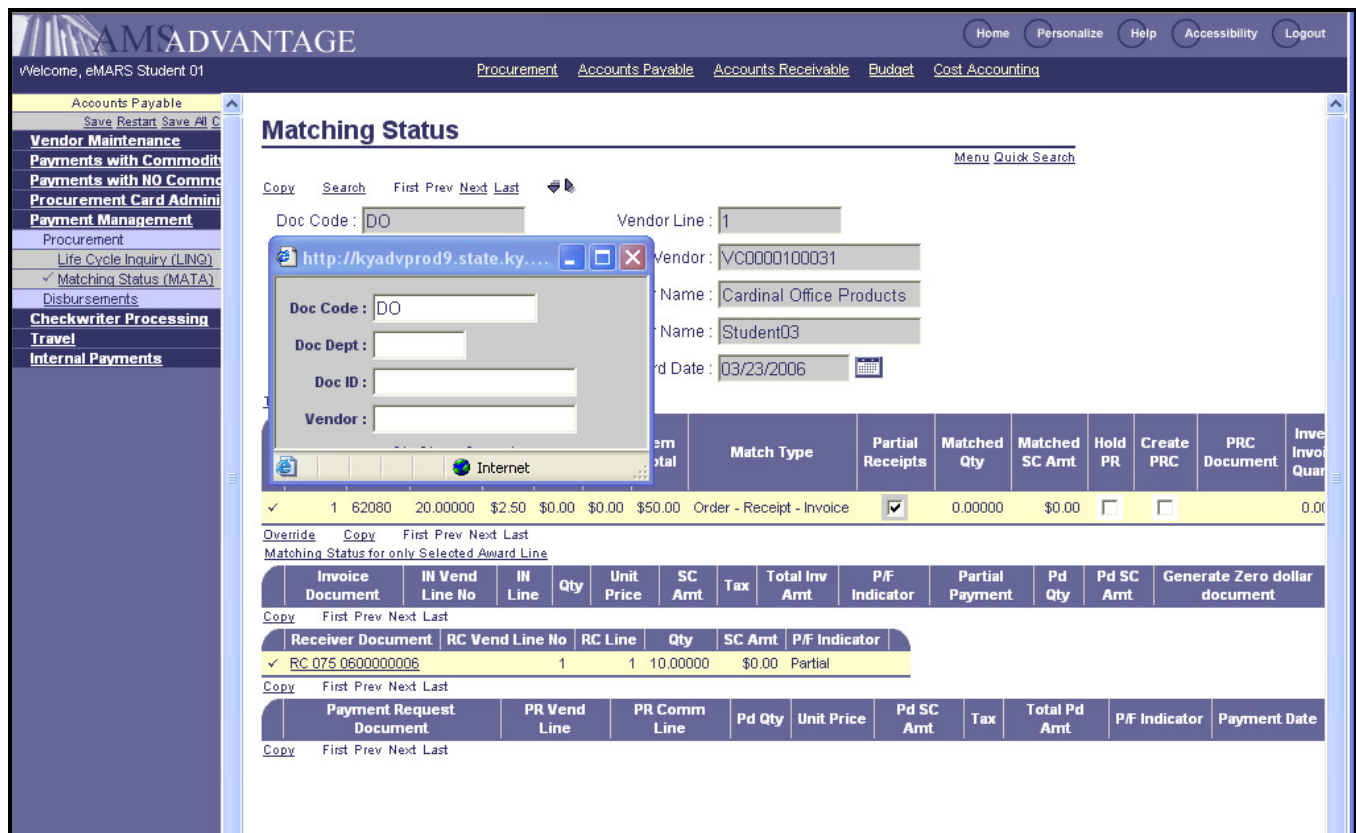
### Task Overview

View three-way match on **MATA**.

### Procedures

1. From the Primary Navigation Panel, click **Accounts Payable**.
2. On the Secondary Navigation Panel, click **Payment Management**.
3. Click **Matching Status (MATA)**.
4. The Matching Status page opens. Click **Search**.
5. A Search window will open. Enter the following information:

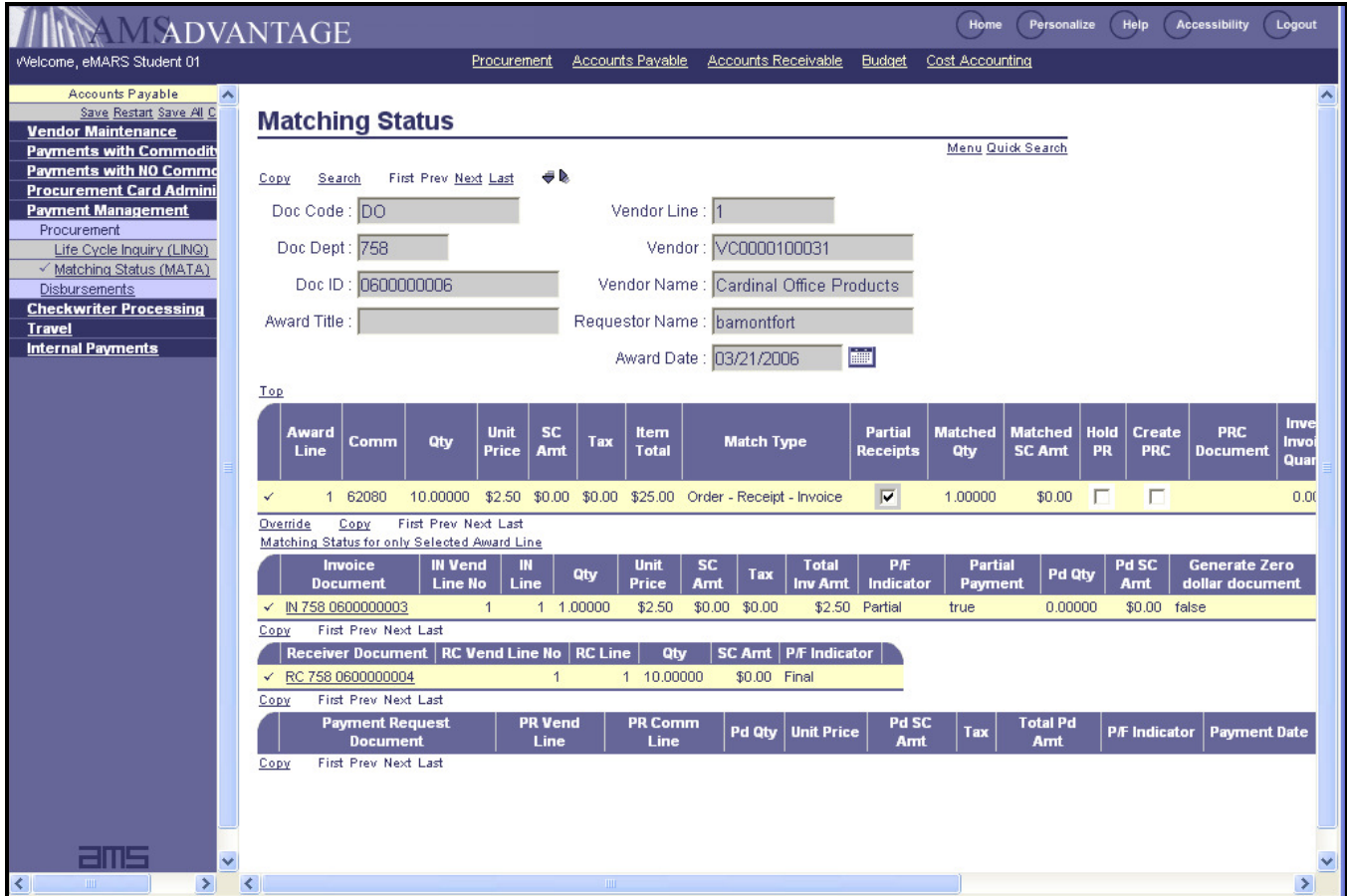
Required Fields	Values
Doc Code	DO
Doc Dept	Please Refer to your Student Card
Doc ID	Please Refer to your Student Card



The screenshot shows the eMARS ADVANTAGE interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The main menu on the left lists various functions under 'Accounts Payable', including 'Matching Status (MATA)'. The 'Matching Status' page is displayed, showing a search window for 'DO' with fields for Doc Code, Doc Dept, Doc ID, and Vendor. The search results table displays columns for Invoice Document, IN Vend Line No, IN Line, Qty, Unit Price, SC Amt, Tax, Total Inv Amt, P/F Indicator, Partial Payment, Pd Qty, Pd SC Amt, Generate Zero dollar document, and Payment Date. The results show a single entry for 'RC 075 0600000006' with a quantity of 1 and a unit price of 10.00000.

6. Click **OK**.
7. All documents involved in this three-way matching, including the **IN** document created in Exercise 1, will appear.

NOTE: The **PRM** does not appear as the nightly cycle has not been executed.



**Matching Status**

Doc Code:  Vendor Line:

Doc Dept:  Vendor:

Doc ID:  Vendor Name:

Award Title:  Requestor Name:

Award Date:

Award Line	Comm	Qty	Unit Price	SC Amt	Tax	Item Total	Match Type	Partial Receipts	Matched Qty	Matched SC Amt	Hold PR	Create PRC	PRC Document	Inve Invo Quar
✓ 1	62080	10.00000	\$2.50	\$0.00	\$0.00	\$25.00	Order - Receipt - Invoice	<input checked="" type="checkbox"/>	1.00000	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>		0.00

Override ☐ Copy ☐ First Prev Next Last

Matching Status for only Selected Award Line

Invoice Document	IN Vend Line No	IN Line	Qty	Unit Price	SC Amt	Tax	Total Inv Amt	P/F Indicator	Partial Payment	Pd Qty	Pd SC Amt	Generate Zero dollar document
✓ IN 758 06000000003	1	1	1.00000	\$2.50	\$0.00	\$0.00	\$2.50	Partial	true	0.00000	\$0.00	false

Copy ☐ First Prev Next Last

Receiver Document	RC Vend Line No	RC Line	Qty	SC Amt	P/F Indicator
✓ RC 758 06000000004	1	1	10.00000	\$0.00	Final

Copy ☐ First Prev Next Last

Payment Request Document	PR Vend Line	PR Comm Line	Pd Qty	Unit Price	Pd SC Amt	Tax	Total Pd Amt	P/F Indicator	Payment Date
--------------------------	--------------	--------------	--------	------------	-----------	-----	--------------	---------------	--------------

Copy ☐ First Prev Next Last

NOTE: You can open the documents shown as links (including the **PRM** and **PRMI**) on the **MATA** table.

8. Click an **IN** document link. The **IN** document opens to the General Information section.
9. Close the **IN** document.
10. Click **Home** on the Primary Navigation Panel.

## Matching Rules and PRM Generation Logic

In order for the Matching Payment Request (**PRM** or **PRMI**) document to be created, a batch process, Matching Manager, must run. This process occurs every evening during the eMARS nightly cycle. Matching Manager evaluates which commodity lines have met all matching requirements and selects those for payment request creation. Matching Requirements include: **Matching Indicator**, **Allow Partial Payments** and **Allow Partial Receipts**.

In eMARS, all award documents will be set up at a system-wide level to allow partial receipts and partial payments, meaning that the entire payment does not have to be paid in full immediately. Therefore, when a user creates a partial receiver accompanied by a partial invoice, the **PRM** or **PRMI** will generate for the minimum quantity or amount. Here are several scenarios in order to understand the relationship between partial and final with **RC**, **IN** and **PR** documents.

	Award (DO, PO, CT)	Receipt	Invoice	Payment	Line Closed?	Why?
Two-way match	Amt = \$100	N/A	IN Amt = \$50 (partial)	PY Amt = \$50	NO	Partial payment
Two-way match	Amt = \$100	N/A	IN Amt = \$50 (final)	PY Amt = \$50	YES	Final Invoice
Three-way match	Qty = 10	RC Qty = 5 (partial)	IN Qty = 5 (partial)	PY Qty = 5 (partial)	NO	Partial payment
Three-way match	Qty = 10	RC Qty = 10 (final)	IN Qty = 11 (final)	PY Qty = 10 (final)	YES	Always pays lowest quantity
Three-way match	Qty = 10	RC Qty = 9 (partial)	IN Qty = 8 (partial)	PY Qty = 8 (partial)	NO	Partial Payment, Always pays lowest quantity
Three-way match	Qty = 10	RC Qty = 9 (partial)	IN Qty = 10 (final)	PY Qty = 9 (partial)	NO	Always pays lowest quantity
Three-way match	Qty = 10	RC Qty = 5 (final)	IN Qty = 5 (partial)	PY Qty = 5 (final)	YES	RC marked final; closes award line

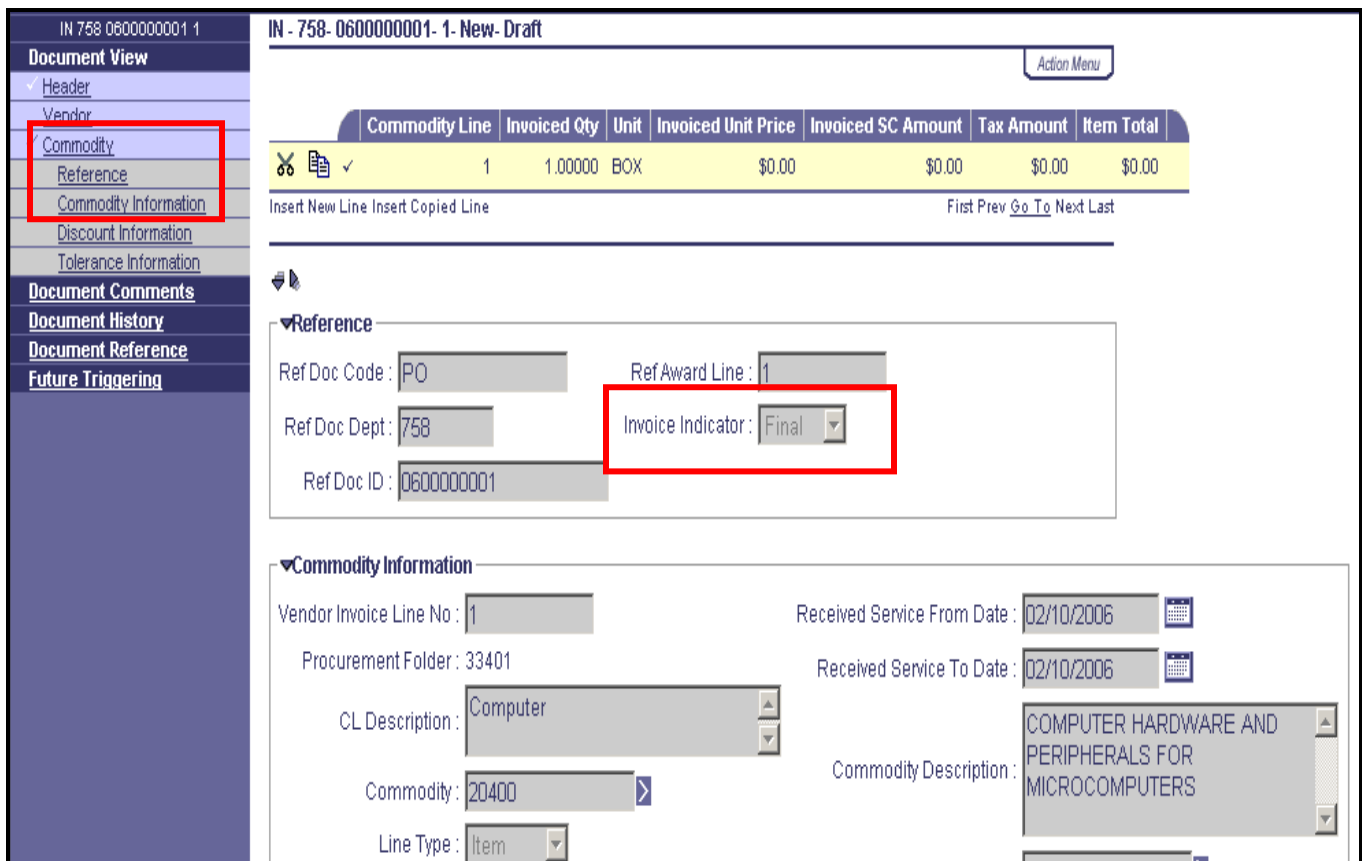
### General Rules for Partial and Final Receipts and Payments:

- In Two-way Matching, the **IN** determines the quantity or amount on the generated **PRM** or **PRMI** (internal payment document)
- In Two-way Matching, the line closes when either the full amount of the award line has been paid or the line is marked final on the **IN** document

- In Three-way Matching, a combination of the award, **RC** and **IN** documents determines the quantity or amount on the referenced line of the **PRM** or **PRMI**. However, it is truly the **RC** that determines if the referenced line on the **PRM** or **PRMI** is final or not.
  - If both **RC** and **IN** are marked as partial, then the referenced line of the **PRM** or **PRMI** is partial; award line does not close
  - If both **RC** and **IN** are marked as final, then the referenced line of the **PRM** or **PRMI** is final; award line closes
  - **IN** marked final, then look to **RC**→ if **RC** is marked partial then the referenced line of the **PRM** or **PRMI** is partial; award line does not close

**NOTE:** Be sure to verify the partial/final Invoice Indicator located under the Reference area of the Commodity Section on **IN** documents (**RC** documents has a Shipment Indicator located in the General Information area of the Commodity Section). **Choosing the Final reference type may close the corresponding commodity line, thus preventing any further payments against that line. Therefore, it is very important that you do not choose Final prematurely.**

*Partial or Final is selected on the Invoice Indicator on an Invoice (IN) document*



**IN - 758- 0600000001- 1- New- Draft**

**Document View**

- Header
- Vendor
- Commodity
- Reference**
- Commodity Information
- Discount Information
- Tolerance Information
- Document Comments
- Document History
- Document Reference
- Future Triggering

**Reference**

Ref Doc Code: PO Ref Award Line: 1

Ref Doc Dept: 758 Invoice Indicator: Final

Ref Doc ID: 0600000001

**Commodity Information**

Vendor Invoice Line No: 1 Received Service From Date: 02/10/2006

Procurement Folder: 33401 Received Service To Date: 02/10/2006

CL Description: Computer Commodity Description: COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

Commodity: 20400

Line Type: Item



Partial or Final is located on the **Shipment Indicator** on a Receiver (**RC**) document.

RC 758 0600000003 1

Document View

Header

Vendor

Commodity

General Information

Tolerance Information

Document Comments

Document History

Document Reference

Future Triggering

RC - 758- 0600000003- 1- New- Draft

Action Menu

Commodity Line	Commodity	Received Qty	Rejected Qty	Received SC Amount	Total Qty Received
1	20400	1.00000	0.00000	\$0.00	1.00000

Insert New Line

Insert Copied Line

First Prev Go To Next Last

General Information

Line Type : Item

Commodity Match Type : 3

Ref Award Line : 1

MSDS Required : ☐

CL Description : Computer

MSDS Received : ☐

Commodity : 20400

Shipment Indicator : Partial

Condition :

Stock Item Suffix :

Unit : BOX

Reason :

Ordered Qty : 1.00000

Received Qty : 1.00000

Rejected Qty : 0.00000

Comments :

Total Qty Received : 1.00000

Ordered SC Amount : \$0.00

Received SC Amount : \$0.00

Commodity Description : COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

## Internal Payments with Award Reference

Some awards are established between state agencies where the vendor (state agency) is identified as “internal”. **PRMI** documents are generated through the matching process when the award is with an internal vendor. **PRCI** documents are created for non-matching payments with internal vendors (**PRCI** documents are discussed later in this manual). Both the **PRMI** and **PRCI** documents result in a transfer of funds between agencies. A disbursement is not created.

For Internal Payments that reference awards, the following set up is required to identify the vendor as internal:

- The vendor must be flagged as “internal” on the Vendor Customer (**VCUST**) table with a Disbursement Category of “Internal”.
- The internal vendor must be entered on the Internal Vendor Accounting Data (**IVAD**) table. **IVAD** establishes seller fund and detail accounting data, as well as bank account and event type information needed for the transfer of funds. Statewide Accounting must set up the entries on the **IVAD** table for Departments.

The defaulting event type on both the **PRMI** and **PRCI** is determined by the vendor’s **IVAD** record. The allowable event types are **IN30-Internal Reimbursement Purchase w/Cash (Expenditure/Reduction to Expenditure)** and **IN32-Internal Quasi External Purchase w/Cash (Expenditure/Revenue)**. Both event types require a reference to an award document.

**NOTE:** Internal Payments that do **NOT** reference award documents do not require an entry on **IVAD** and are discussed in the General Accounting class.

*Notice the Vendor is an agency within the Commonwealth of Kentucky, which is the purpose of the **PRCI**. **Invoice Information** also allows for referencing of an **IN** document.*

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Welcome, System Admin Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRCI 415 0500000001 1

**Document View**

- Header
- Vendor
- General Information
- Invoice Information
- Seller Fund Accounting
- Seller Detail Accounting
- Accounting Distribution
- Commodity
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

**PRCI - 415- 0500000001- 1- New- Final** Action Menu

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	CORRECTIONAL SERVICE	KY CORRECTIONAL SERVICES	1000.00

Insert New Line Insert Copied Line First Prev Go To Next Last

**General Information**

Vendor Customer: **CORRECTIONAL SERVICE** Vendor Contact ID: PC001

Legal Name: **KY CORRECTIONAL SER** Vendor Contact Name: Warden Joe

Alias/DBA: Corr Serv Vendor Contact Phone:

Address Code: AD001 Vendor Contact Phone Ext.:

Address 1: 1041 leestown Rd. Vendor Contact Email: sandra.verge@ky.gov

Address 2:

City: Frankfort Fax:

State: Kentucky Fax Extension:

Zip Code: 40601 Web Address http://

Country: US Taxpayer ID Number:

County: Taxpayer ID Type:

Bank Account: G1 Merchant ID:

Event Type: IND6 Tax Profile:

Accounting Template: Received Service From Date:

Received Service To Date:

Override Seller Accounting Data: ☐

**Invoice Information**

Invoice Doc Code: Vendor Invoice Number:

Invoice Doc Dept: Vendor Invoice Date:

Invoice Doc ID: Tracking Date:

**Seller Fund Accounting**

Fund: 0100 Object: OBSA:

Sub Fund: Sub Object: Sub OBSA:

Department: 758 Revenue: R604 Dept Object:

Unit: UNIT Sub Revenue: Dept Revenue:

Sub Unit: BSA:

Appr Unit: Sub BSA:

**Seller Detail Accounting**

Location: Reporting: Major Program:

Sub Location: Sub Reporting: Program:

Activity: Task: Phase:

Sub Activity: Sub Task: Program Period:

Function: AA00 Task Order:

Sub Function:

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## Alternative to Matching

While use of the Matching functionality is optional, there may be some situations where Matching can not be used. For instance, if you wanted to change the funding on the payment from that which exists on the award, this could not be accomplished through the **IN** document as it does not contain an Accounting section. In these situations the Copy Forward feature may be used on the award document to Copy Forward to a Payment Request Commodity (**PRC**) document. Warning messages will appear because the **IN** and/or **RC** documents have not been created. These warnings will not prevent the document from submitting.

The Copy Forward feature is discussed later in this manual.

## Summary of Matching

- For two-way matching, the document codes are **PO2**, **DO2** and **CT2**
- For two-way matching, the **IN** document is required and will be created by the accounts payable office
- For three-way matching, the document type-document code are **PO**, **DO** and **CT**
- For three-way matching, the **IN** and **RC** documents are required. The receiving office is responsible for creating the Receiver (**RC**) document(s) through Receiving Search (**RCSRCH**) and the accounts payable office is responsible for creating the Invoice (**IN**) document(s) through Invoice Search (**INSRCH**)
- **IN** documents are submitted into workflow for approval. **RC**, **PRM** and **PRMI** documents do not require approval
- The Matching Manager (**MATA**) table is primarily used to track the Vendor Invoices, Receiving documents and payment requests that have been processed with reference to a given award line
- The matching process will generate Matching Payment Request Internal (**PRMI**) for awards with internal vendors. The **PRMI** document will default to the **IN30** or **IN32** event type depending on the internal vendor record on Internal Vendor Accounting Data (**IVAD**) table

### 3 – Non-Matching Payments

#### Standalone Commodity-based Payment Request (non-Matching)


A Commodity-based Payment Request (**PRC**) document records payment activity at the commodity level. It contains commodity detail and requires entry of a commodity code and other required fields. The **PRC** will be used to make commodity-based payments with one vendor. Users may select an Accounting Template or use the Accounting Profile to easily add accounting elements to the accounting lines. **In order to have the same accounting line(s) applied to each commodity line, the accounting distribution function may be used.**

Note: PRC payments over \$1000 (that do not reference an award) require an approved EO1 from Finance and a signed affidavit from the vendor before payment can be made.

#### Key Fields on the PRC document

Please refer to the following when creating a **PRC** document.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Cited Authority	Required	Select appropriate authority for payment.
		Document Description	Required	
		Record Date	Inferred	Users should leave this field Blank and let it infer.
		Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period)	Inferred	Will infer to the current accounting upon final approval.
		Accounting Profile	Optional	Users should leave these fields blank & let them infer. If used in the Header section will apply the same accounting distribution to all Commodity Lines.



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Accounts Payable

Save Restart Save All

PRC 758 0600000005 1

Document View

✓ Header

General Information

Payee

Extended Description

Document Information

Vendor

Accounting Distribution

Commodity

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

Future Triggering

**PRC - 758- 0600000005- 1- New- Final**

Action Menu

▼ General Information

Document Name :

Record Date : 02/10/2006

Budget FY : 2006

Fiscal Year : 2006

Period : 8

Bank Account :

Accounting Profile :

Replacement : ☐

PCard Payment : ☐

PCard Administrator :

Cited Authority : KRS 45A.100-S

Document Description : Emergency purchase of computers

Actual Amount : \$15,000.00

Retainage Amount (-) : \$0.00

Discount Amount (-) : \$0.00

Penalty/Interest Amount (+) : \$0.00

Withheld Amount (-) : \$0.00

Intercept Amount (-) : \$0.00

Use Tax Withheld (-) : \$0.00

Default Intercept Fee Amount (-) : \$0.00

Supplementary Intercept Fee Amount (-) : \$0.00

Payment Amount (=) : \$15,000.00

Outstanding Amount : \$0.00

Closed Amount : \$15,000.00

Closed Date : 02/10/2006

► Payee

► Extended Description

► Document Information

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Copy Forward

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Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Required	<b>Select from "Pick List"</b>  Address code may be changed if a different payment address is available from the Pick List.
	Disbursement Options	Scheduled Payment Date	Required	<b>Enter Due Date from Vendor's Invoice</b>
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed but may be changed
	Invoice Information	Vendor Invoice Number	Required	<b>Enter Vendor Invoice number.</b>  Value entered here will default to Commodity Line(s).  The first 30 characters of this field will display on the check stub or remittance to vendor.
		Vendor Invoice Date	Required	Value entered here will default to Commodity Line(s).

### Important Notes to Remember About the Vendor Section:

- Vendors are no longer identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location. (The **VCUST** table can be used to assist in locating the correct vendor **VC** code.)
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. This value will default to today's date so it is your **RESPONSIBILITY** to set the value in the Commonwealth's best interest.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the "pick list" by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.



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PRC 758 0600000005 2

**Document View**

- ✓ [Header](#)
- ✓ [Vendor](#)
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- [Invoice Information](#)
- [Agreement Reference](#)
- [Discount Terms](#)
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**PRC - 758- 0600000005- 2- Modification- Draft**

[Action Menu](#)

	Vendor Line	Vendor Customer	Legal Name	Line Amount
✂	1	VC0000100009	MicroTek	15000.00

Insert New Line Insert Copied Line

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**General Information**

Vendor Customer: VC0000100009

Legal Name: MicroTek

Alias/DBA:

Address Code: AD001

Address 1: 230 W Monroe

Address 2: Suite 550

City: Chicago

State: Illinois

Zip Code: 60606

Country: US

County:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone: (800) 207-9620

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Taxpayer ID Number:

Taxpayer ID Type:

Merchant ID:

Tax Profile:

Received Service From Date:

Received Service To Date:

**Disbursement Options**

Disbursement Type: Check

Disbursement Format: REG

Scheduled Payment Date: 02/10/2006

Disbursement Priority: 99

Single Payment: ☐

Pay Third Party: ☐

On-line Disbursement Rqst: ☐

EFT Status: N/A

Handling Code:

Disbursement Category: STM

**Invoice Information**

Invoice Doc Code:

Invoice Doc Dept:

Invoice Doc ID:

Vendor Invoice Number: MICROTEK2

Vendor Invoice Date: 02/10/2006

Tracking Date:

**Agreement Reference**

**Discount Terms**

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Menu

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	General Information	CL Description	Inferred	Inferred from Commodity Code, but can be changed.
		Commodity	Required	Select appropriate Commodity Code from "Pick list"
		Line Type	Required	Select either Item (good) or Service. Defaults to Item.
		Quantity, Unit of Measure, Unit Price	Required if Line Type is Item	Enter appropriate quantity, unit, and unit price, if line type equals item
		Contract Amount	Required if line type is Service	Enter appropriate amount if line type equals service.
		Received Service From Date	Required if Line Type is Service.	Will default to current date if no value entered.
		Received Service To Date	Required if Line Type is Service.	Will default to current date if no value entered.
		Accounting Profile	Optional	If used in the Commodity section will apply accounting distribution the Commodity line on which it is entered.
	Reference	Commodity Ref Code	Inferred	Reference data will be inferred if PRC references an award.
		Dept ID		Not Required on Standalone PRC.
		Vendor Line (VL) Commodity Line (CL)		
		Ref Type	Required	Required if PRC references an award. Select Partial or Final.  Not Required on Standalone PRC.



Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
	Invoice Information	Vendor Invoice Line	Required	Enter reference to line on Vendor's invoice.  Can not be zero and must be unique on all commodity lines
		Vendor Invoice Number	Required	Value will infer if entered in Vendor section.  Or may be entered independently on each commodity line.  The first 30 characters of this field will display on the check stub.
		Vendor Invoice Date	Required	Value will infer if entered in Vendor section.  Or may be entered independently on each commodity line.

#### Important Notes to Remember About the Commodity Section:

- When referencing an award, users should pay attention to the **Ref Type** in the Commodity and Accounting sections. Select "**Final**" if no other payments will be made against the referenced line. Select "**Partial**" if additional payments are expected. **Selecting "Final" will liquidate any remaining encumbrance against that line.**
- The **Vendor Invoice Number** and **Check Description** fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the document description, line description or extended description as a means to communicate vendor information. These fields **DO NOT** print on the check stub or remittance to vendor.

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Procurement
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Cost Accounting

Accounts Payable
Save Restart Save All
PRC 758 0600000005 1
Document View
Header
Vendor
Accounting Distribution
Commodity
General Information
Reference
Invoice Information
Agreement Reference
Discount Terms
Additional Amounts
Tax Information
Fixed Asset Information
Accounting
Posting
Document Comments
Document History
Document Reference
Future Triggering

PRC - 758- 0600000005- 1- New- Final
Action Menu

Commodity Line
CL Description
Commodity
Quantity
Line Type

1	DELL Computer	20400	15.00000	Item
---	---------------	-------	----------	------

Insert New Line
Insert Copied Line
First Prev Go To Next Last
Vendor 1: VC0000100009

General Information

CL Description :
DELL Computer

Commodity :
20400

Stock Item Suffix :

Supplier Part Number :

Commodity Description :
COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

Description :

Line Type :
Item

Quantity :
15.00000

Unit of Measure :
EA

Unit Price :
\$1,000.00

Discount Unit Price :
\$1,000.00

List Price :
0.00

Contract Amount :
\$0.00

Item Amount :
\$15,000.00

Use Tax Amount :
\$0.00

Total Tax Amount :
\$0.00

Total Item Amount :
\$15,000.00

Closed Amount :
\$15,000.00

Received Service From Date :
02/10/2006

Received Service To Date :
02/10/2006

Tax Profile :

Accounting Profile :

PCard ID :

Cardholder Name :

PCard Expiration Date :

Account Number :

Reconciliation Sequence :

Reconciliation Status :

Receipt Date :

Comments :

Lock Order Specs :

Lock Catalog List Price :

Reference
Invoice Information
Agreement Reference
Discount Terms
Additional Amounts
Tax Information
Fixed Asset Information

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Edit Print Copy Forward Close

Menu

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Event Type	Required	For the <b>PRC</b> the Default is AP01—Authorize Normal Payment and will infer upon validation. Under most circumstances users should allow the event type to infer.
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Sub Total Line Amount	Required	Enter the amount allocated to this Accounting Line. The sum of all Accounting Lines must equal the referenced Commodity Line
		Check Description	Required	Enter descriptive information concerning payment.  The first 24 characters of this field will print on the check stub or remit to. <b>Do not</b> use enter/return in this field.
	Fund Accounting	Fund Dept Unit Object	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

### Important Notes to Remember regarding the Accounting Section

- Although optional, use of **Accounting Templates** or **Accounting Profiles** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor Invoice Number and Check Description fields will print out on the check stub.** These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the document description, line description or extended description as a means to communicate vendor information. These fields DO NOT print on the check stub or remittance to vendor.
- For payments which recur on a frequent basis, **Future Document Triggering** may be used to establish subsequent payments. A **Document Template** may also be established.
- Select the appropriate Object Code or "E" Codes** for accurate representation of expenditures. Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at <http://finance.ky.gov/internal/eMARS/Chart+of+Accounts.htm> to aid in your selection of proper Object Codes. Contact your agency's Fiscal Officer to determine specific codes when necessary.

Welcome, Kelly Ziener

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Accounts Payable

Save Restart Save All

PRC 758 0600000005 2

**Document View**

- Header
- Vendor
- Accounting Distribution
- Commodity
- Accounting
- General Information
- Reference
- Fund Accounting
- Detail Accounting
- Additional Amounts
- Extended Description
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

**PRC - 758- 0600000005- 2- Modification- Draft**

Action Menu

**Accounting**

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount
1	\$15,000.00	\$15,000.00	\$0.00

Insert New Line Insert Copied Line

First Prev Go To Next Last

Commodity 1: 20400 >

**General Information**

Event Type: AP01 Budget FY:

Accounting Template: G75801 Fiscal Year:

Bank Account: Period:

Line Description:

Sub Total Line Amount: \$15,000.00 Check Description: Wells Fargo Bank check #1201

Tax Amount: \$0.00

Use Tax Amount: \$0.00 Special Instructions Code:

Total Line Amount: \$15,000.00 Disbursement Category:

Reference

Fund Accounting

Detail Accounting

## PRC (Copy Forward from a PON2 document)

The Proof of Necessity Agreement (**PON2**) award document will be used to establish Personal Service Contracts (**PSC**) and Memorandum of Agreement (**MOA**) with internal and external vendors. The **PRC** document will be used to pay for services with an external vendor and the **PRCI** will be used to pay for services with an internal vendor. The **PON2** document does not require matching. Therefore an **IN** or **RC** is not required.

Recall that internal vendors are set up on **VCUST** and internal payments referencing awards require an entry on **IVAD**. For the **PRCI** document, please refer to the internal document section previously discussed in this manual for more information.

NOTE: Creating an **IN** document against a **PON2** will not generate a **PRM/PRMI** document for payment. Copy forward to a **PRC/PRCI** must be used for payment.

### Copy Forward All Lines

To pay against all lines on the **PON2**, users should follow the steps below:

1. Locate and open the **PON2** through the Document Catalog.
2. Click Copy Forward located at the bottom of the document.
3. Enter Dept, Unit and select Auto Numbering.
4. Select either **PRC** for an external vendor or **PRCI** for an internal vendor.
5. Click OK.

### Copy Forward [Menu](#)

**From Document**

Category:

Doc Dept:

Type:

Doc Unit:

Code:

ID:

Select Entire Document: ☒

Version:

**To Document**

Doc. Department Code:

Document Id:

Unit Code:

Auto Numbering: ☒

Target Doc Type	Target Doc Code	Description
PE	PE	
TM	TM	
✓ PR	PRC	Pay for Order
PR	PRCI	Pay for Order Internal

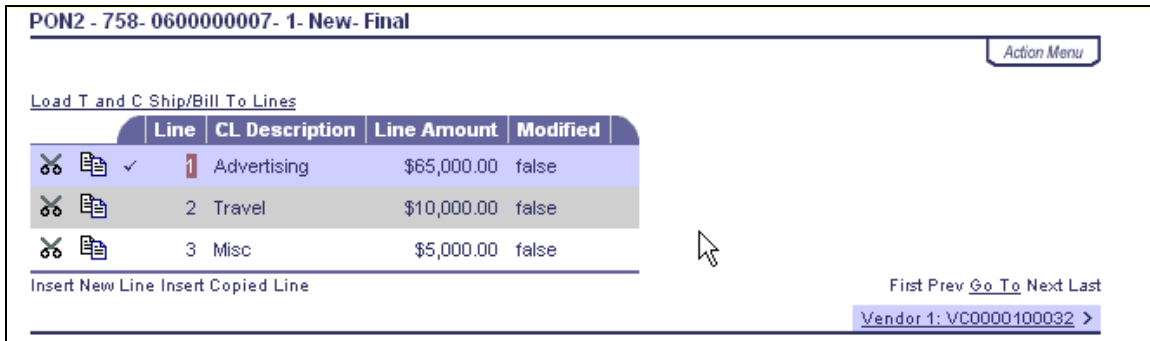
First Prev Next Last

The **PRC/PRCI** is created and populated with data from the referenced award. Users will complete the document with appropriate quantities, dollar amounts and vendor invoice information, then validate and submit the document for approval.

### Copy Forward Selected Lines

To pay against selected lines on the **PON2**, users should follow the steps below:

1. Locate and open the **PON2** through the Document Catalog.
2. Click on the Commodity Section of the document.
3. Select appropriate lines. Hold down the Control (**CTRL**) key on the keyboard. While keeping the **CTRL** key held, use the mouse to select the desired lines. Once selected the lines will be highlighted in blue.



Line	CL Description	Line Amount	Modified
1	Advertising	\$65,000.00	false
2	Travel	\$10,000.00	false
3	Misc	\$5,000.00	false

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0000100032 >

4. Click Copy Forward located at the bottom of the document.
5. Deselect the Select Entire Document Checkbox.
6. Enter Dept, Unit and select Auto Numbering.
7. Select either **PRC** for an external vendor or **PRCI** for an internal vendor.
8. Click OK.

## Copy Forward

[Menu](#)

From Document

Category :  Doc Dept :

Type :  Doc Unit :

Code :  ID :

Select Entire Document : ☐ Version :

To Document

Doc. Department Code :  Document Id :

Unit Code :  ☐ Auto Numbering ☒

Target Doc Type	Target Doc Code	Description
PE	PE	
TM	TM	
✓ PR	PRC	Pay for Order
PR	PRCI	Pay for Order Internal

First Prev Next Last

The **PRC/PRCI** is created and populated with data from the referenced award. Users will complete the document with appropriate quantities, dollar amounts and vendor invoice information, then validate and submit the document for approval.

Using the **Copy Forward** function allows for easy document entry because the information on the referenced document is automatically inferred to the **PRC** or **PRCI**. The Accounting information is not present at first on the **PRC** or the **PRCI** document; the document must be validated before the Accounting information is displayed.

## Verify Partial/Final Reference Type on Payment (PRC) Documents



When creating **PRC** documents referencing award documents, be sure to verify the partial/final reference type located under the *Reference* area of the *Commodity Section*. Choosing the *Final* reference type will close the corresponding commodity line, thus preventing any further payments against that line. Therefore, it is very important that you do not choose *Final* prematurely.

**As a standard practice it is best to follow these steps when completing your PRC:**

- Step 1.** Select appropriate lines if applicable
- Step 2.** *Copy Forward* from the award to the **PRC**.
- Step 3.** Change the *Quantity* or *Contract Amount* to the proper amount to be paid.
- Step 4.** Select the appropriate *Reference Type (Partial/Final)*. **Only select *Final* if you are sure no other payments will be made against the line.**
- Step 5.** Validate to infer the *Accounting Lines* from the award. It is best not to validate prior to completing Step 4.
- Step 6.** Enter all other required fields.
- Step 7.** Validate again to ensure document is without error.
- Step 8.** Double check the *Partial/Final Reference Type*.
- Step 9.** Submit the **PRC**.



## Exercise 4 — Copy Forward from PON2 Document to a PRC

### Scenario

Your Department established a Personal Service Contract for advertising services for a new promotional campaign. The **PON2** has already been established for \$65,000 and has been approved accordingly. The first payment of \$2,500 is due to the vendor. The accounts payable office will use the **Copy Forward** option to create a **PRC** for payment.

### Task Overview

Create a **PRC** document using the **Copy Forward** functionality from a **PON2** award.

### Procedures

1. From the Secondary Navigation Panel, click **Search**.
2. Open the **Document Catalog**.
3. Enter the following information:

Required Fields	Values
Code	PON2
Dept	Please Refer to your Student ID Card
Unit	UNIT
ID	Please Refer to your Student ID Card

### Document Catalog

Create

▼Document Identifier

Code :  > Unit :   
Dept. :  ID :

▶User Information

▶Document State

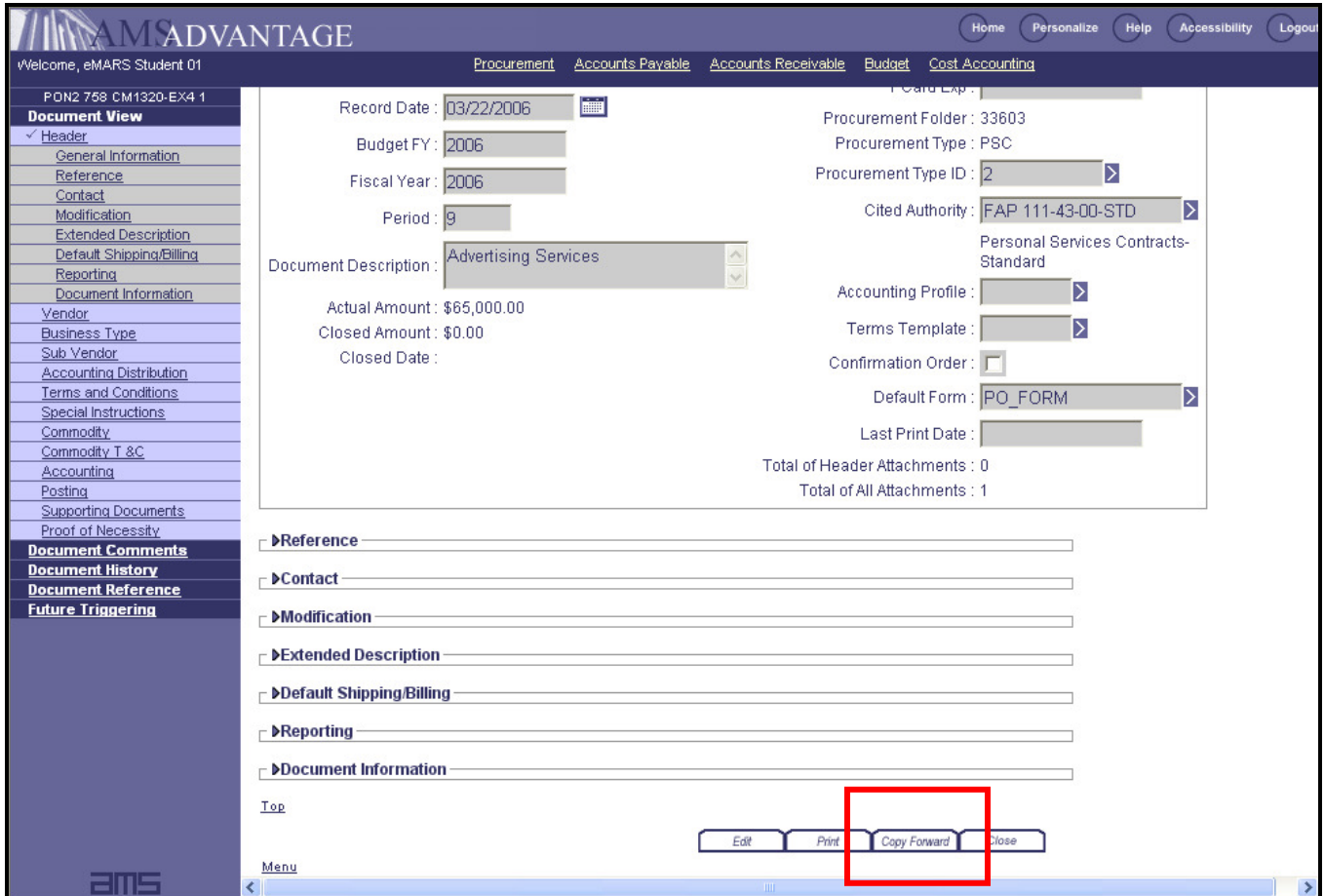
Browse Clear

Action Menu

NOTE: The Copy Forward to a PRC can be done from a DO, DO2, PO and PO2 substituting the referencing award Document Code/ID in Step 3.

4. Click **Browse**.

5. Click the **PON2** ID number to open that document. The **PON2** document opens to the General Information section.



AMS ADVANTAGE

Welcome, eMARS Student 01

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PON2 758 CM1320-EX4 1

**Document View**

- Header
- General Information
- Reference
- Contact
- Modification
- Extended Description
- Default Shipping/Billing
- Reporting
- Document Information
- Vendor
- Business Type
- Sub Vendor
- Accounting Distribution
- Terms and Conditions
- Special Instructions
- Commodity
- Commodity T & C
- Accounting
- Posting
- Supporting Documents
- Proof of Necessity
- Document Comments
- Document History
- Document Reference
- Future Triggering

Record Date : 03/22/2006

Budget FY : 2006

Fiscal Year : 2006

Period : 9

Document Description : Advertising Services

Actual Amount : \$65,000.00

Closed Amount : \$0.00

Closed Date :

Procurement Folder : 33603

Procurement Type : PSC

Procurement Type ID : 2

Cited Authority : FAP 111-43-00-STD

Personal Services Contracts-Standard

Accounting Profile :

Terms Template :

Confirmation Order : ☐

Default Form : PO\_FORM

Last Print Date :

Total of Header Attachments : 0

Total of All Attachments : 1

Reference

Contact

Modification

Extended Description

Default Shipping/Billing

Reporting

Document Information

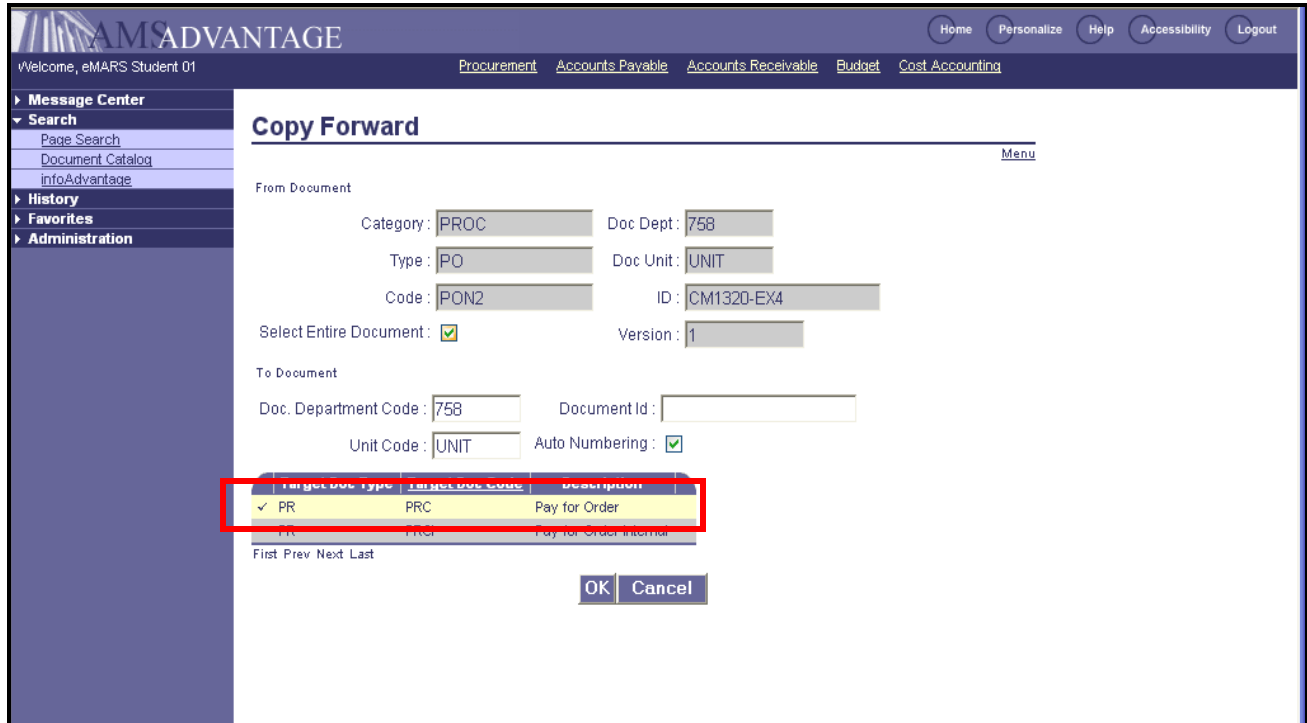
Top

Menu

Edit Print **Copy Forward** Close

6. Click **Copy Forward**.
7. The Copy Forward page opens.
8. Enter the following information below the "To Document" line.

Required Fields	Values
Dept	Please Refer to your Student ID Card
Unit	UNIT
ID	Select Auto Number checkbox.
Target Document Type	Ensure the PRC is selected (highlighted in yellow) as the target document.



Target Doc Type	Target Doc Code	Description
✓ PR	PRC	Pay for Order
PR	PRC	Pay for Order Internal

9. Click **OK**. The new **PRC** document opens to the **General Information** section. Most fields on the **PRC** should be inferred from the **PON2** document.
10. Click **Vendor** from the Secondary Navigation Panel. The page opens to the General Information section.
11. Enter the following in the **Disbursement Options** section.

Required Fields	Values
Scheduled Payment Date	Enter 10 days from today's date.

12. Enter the following in the **Invoice Information** section.

Required Fields	Values
Vendor Invoice Number	Please refer to your Student ID Card
Vendor Invoice Date	Please refer to your Student ID Card

13. Click **Commodity** from the Secondary Navigation Panel. The page opens to the General Information section.
14. Enter the following in the **General Information** section on the **PRC**.

Required Fields	Values
Contract Amount	Change amount to \$2,500

15. Enter the following in the **Reference** section.

Required Fields	Values
Ref Type	Partial

16. Enter the following in the **Invoice** Information section.

Required Fields	Values
Vendor Invoice Line	Enter 1

17. Click **Validate**. Check for errors. If errors are present, correct them and click **Validate** again.

18. Click **Submit** after all errors have been corrected.

NOTE: In training, the **PRC** document will submit to “Final”. However, in eMARS production the **PRC** document will be submitted into Workflow for approvals.

19. Click **Close** to exit the document.

20. Click **Home** on the Primary Navigation Panel.

NOTE: The Copy Forward to a PRC can be done from a DO, DO2, PO and PO2 substituting the referencing award Document Code/ID number in Step 3.

## **Generating a PRC from the URCATS**

The Universal Requestor Catalog Search inquiry (**URCATS**) is the starting point for decentralized Procurement activity. Users will search the Commonwealth's database of Catalog Items and Master Agreement Lines to locate their desired items.

If the item or service meets the following three requirements, the user will select the appropriate commodity code and initiate a Universal Requestor document (**UR**) for that commodity:

1. Not available on a Master Agreement,
2. Not for a special authority commodity, and
3. The estimated cost exceeds a Department Delegated small purchase authority

If the item is available on a Master Agreement, users will add the items to the Commodity Comparison where they can update the quantity.

From the Commodity Comparison sheet, users will select items to be added to the Universal Requestor document (**UR**). On the Universal Requestor (**UR**), users will add a document description and any notes or attachments and then submit the document.

NOTE: Do not add any accounting lines to the **UR**. Instead add the accounting line to the created document. (**RQS, DO, PRC/PRCI**)

Once the Universal Requestor (**UR**) document has been submitted, the appropriate transactions will be generated. For items that reference a Master Agreement, a Delivery Order (**DO**) will be generated. For Commodity Code line items that do not reference a master agreement, a Requisition (**RQS**) document will be generated.

The **UR** can also generate a **PRC** or **PRCI** document. The Commodity Group section of the **UR** document has a **Create Payment** checkbox. If this box is selected, a payment request (**PRC**) will be created for that group.

**Document View**

- ✓ Step 1: Header
- Step 2: Accounting Distribution
- ✓ Step 3: Commodity Group
- Step 4: Commodity
- Step 5: Accounting
- Step 6: Comparison
- Step 7: Created Documents

**Document Comments**

**Document History**

**Document Reference**

**Future Triggering**

**UR - 095- 05000051- 1- New- Final** Action Menu

Line	Description	Group Total
✂ ✓ 1	Requests for unstructured commodity: 10015 (loose)	\$600.00
✂ 2	Requests for unstructured commodity: 10016 (loose)	\$350.00
✂ 3	Requests for unstructured commodity: 10017 (loose)	\$200.00
✂ 4	Requests for commodity class: 10000 (loose)	\$150.00

First Prev Go To Next Last

Description: 

Requests for unstructured commodity: 10015 (loose)

Count: 1

Universal Requestor Group: 0

Group Total: \$600.00

Warehouse:

Warehouse Description:

Shipping Location:

Requesting Unit:

Delivery Date:

Ship Whole Indicator: ☐

Create Payment: ☐

Edit Print Copy Forward Close

## Exercise 5 — Generate PRC Using URCATS

### Scenario

Your Department needs to pay for uniform rental for employees. A Master Agreement was previously created by Finance, Office of Material & Procurement Services and is accessible through **URCATS**. The accounts payable office will make the monthly rental payment of \$500 by creating a Universal Requestor (**UR**) from **URCATS** and generating a **PRC** for payment.

### Task Overview

Generate a **PRC** payment from a **UR** document through **URCATS**.

### Procedures

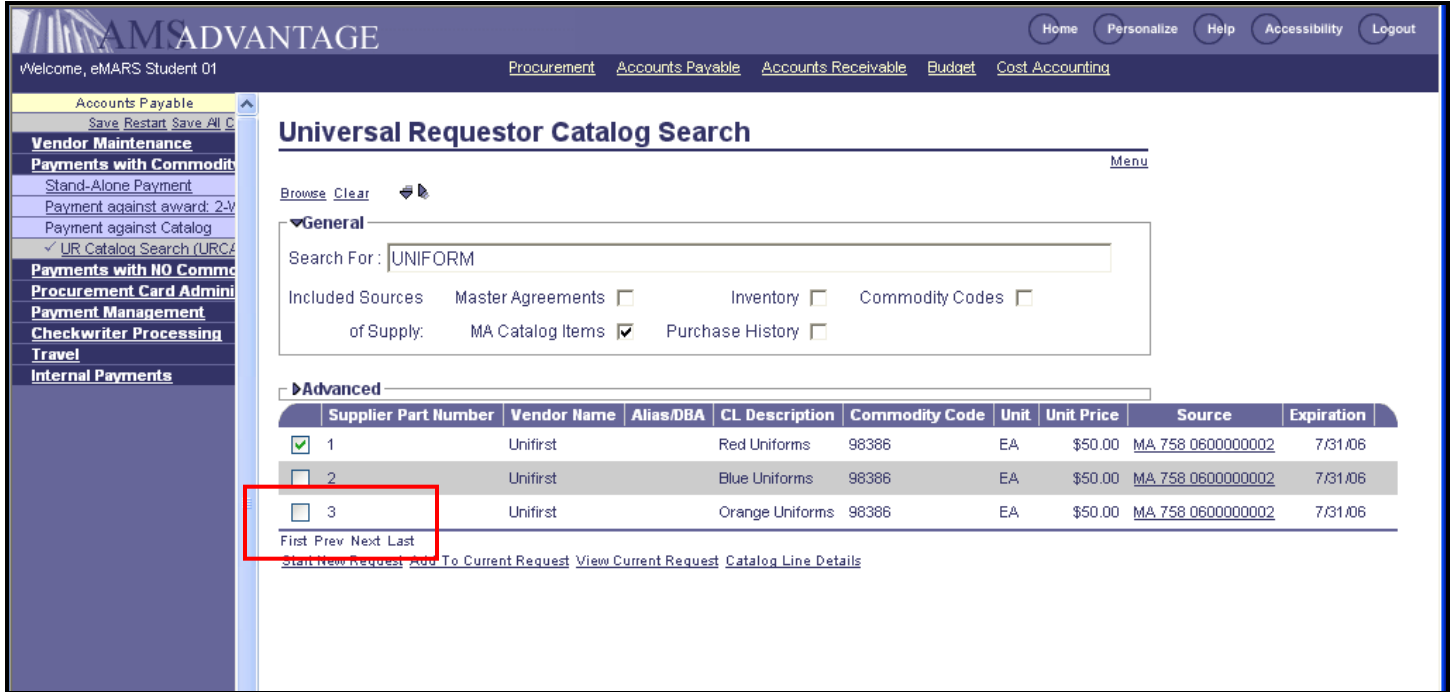
1. From the Primary Navigation Panel, click **Accounts Payable** workspace.
2. On the Secondary Navigation Panel, click **Payments with Commodity Detail**.
3. Click **Payment against Catalog**.
4. Click **UR Catalog Search** (URCATS). The Universal Requestor Catalog Search page opens.
5. In the **Search for** field, enter **Uniform**. Best results are obtained by using the Supplier Part Number from the catalog line of the MA. DO NOT USE the HYPHEN in the Catalog Search. This will disable the URCATS functionality requiring a server bounce by COT.
6. Deselect all boxes except **MA Catalog Items**.

NOTE: Deselecting all boxes except **MA** Catalog Items, ensures the results are only items on Master Agreement. (also, selecting Menu – Page Help gives helpful hints on advanced searches)

#### Search Tips for URCATS

- **Do NOT** use a hyphen “-“. Using this character will produce in undesired results. Use search criteria that does not include the hyphen. For instance, if you are searching for a specific Master Agreement number, C-05989898, you should search using just the number and wildcard, %05989898%. Or, if you are searching for a supplier part number that contains the hyphen such as AB123-01, search for AB123%.
- Use Supplier Part numbers when possible.
- Stay away from broad searches such as “Cardinal%” or “Ikon%”. There are several large contracts, some with several thousand lines. Using broad searches on these contracts will take substantially longer.

7. Click **Browse**.
8. Check the box on the line that contains the MA document (found on your Student ID Card).
9. Click **Start New Request**.



**AMS ADVANTAGE**

Welcome, eMARS Student 01

[Procurement](#) [Accounts Payable](#) [Accounts Receivable](#) [Budget](#) [Cost Accounting](#)

**Accounts Payable**

[Save](#) [Restart](#) [Save All](#) [Cancel](#)

**Vendor Maintenance**

**Payments with Commodity**

[Stand-Alone Payment](#)

[Payment against award: 2-V](#)

[Payment against Catalog](#)

☒ [UR Catalog Search \(URCA\)](#)

**Payments with NO Commodity**

**Procurement Card Admini**

**Payment Management**

**Checkwriter Processing**

**Travel**

**Internal Payments**

### Universal Requestor Catalog Search

[Browse](#) [Clear](#)

**General**

Search For:

Included Sources: ☐ Master Agreements ☐ Inventory ☐ Commodity Codes ☐

of Supply: ☒ MA Catalog Items ☐ Purchase History ☐

**Advanced**

	Supplier Part Number	Vendor Name	Alias/DBA	CL Description	Commodity Code	Unit	Unit Price	Source	Expiration
<input checked="" type="checkbox"/>	1	Unifirst		Red Uniforms	98386	EA	\$50.00	<a href="#">MA 758 06000000002</a>	7/31/06
<input type="checkbox"/>	2	Unifirst		Blue Uniforms	98386	EA	\$50.00	<a href="#">MA 758 06000000002</a>	7/31/06
<input type="checkbox"/>	3	Unifirst		Orange Uniforms	98386	EA	\$50.00	<a href="#">MA 758 06000000002</a>	7/31/06

[First](#) [Prev](#) [Next](#) [Last](#)

[Search Results](#) [Add To Current Request](#) [View Current Request](#) [Catalog Line Details](#)

10. The Catalog Comparison Sheet page opens. Enter the following information:

Required Fields	Values
Request	Check the box
Quantity	10

NOTE: Be sure to select the Request check box for item you wish purchase or procure. Otherwise, the commodity information will not carry forward to the **UR** document.

11. Click **Create Request**.



### Catalog Comparison Sheet

[Menu](#) [Quick Search](#)

Request	Quantity	Supplier Part Number	Commodity	CL Description	Description	Unit	Unit Price	Vendor Name	Alias/DBA
✓ <input checked="" type="checkbox"/>	10.00000		10016	Pants Waist Size 32	Pants	EA	\$16.00	TODD'S COLLECTIBLES	Todd Howard

[Delete](#) [Save](#) [First](#) [Prev](#) [Next](#) [Last](#)

---

[Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Shipping Location :

Accounting Template :

Delivery Date :

Requesting Unit :

Ship Whole Indicator : ☐

Warehouse :

[Create Request](#) [Add Item to Request](#) [Add Vendor Quotes](#)

12. The **UR** document page opens to the **Header** section.

13. Enter the following information in the **General Information** subsection:

Required Fields	Values
Document Description	Payment for uniform rental
Requestor ID	Click the Pick List and select StudentXX (where xx is your Student ID#)

UR 590 06000257- 1  
**Document View**  
☒ Step 1: Header  
General Information  
Contact  
Extended Description  
Additional Information  
Document Information  
Step 2: Accounting Distribution  
Step 3: Commodity Group  
☒ Step 4: Commodity  
Step 5: Accounting  
Step 6: Comparison  
Step 7: Created Documents  
**Document Comments**  
**Document History**  
**Document Reference**  
**Future Triggering**

UR - 590- 06000257- 1- New- Draft  

Action Menu

Ship/Bill To Lines  
Load Accounting Profile

**General Information**  
Document Name :   
Document Description : Training Materials--Exercise 2  
Requestor ID : thoward  
Issuer ID : thoward  
Shipping Location : 397581  
Billing Location : 397581  
Delivery Date :   
Accounting Profile :   
Total of Header Attachments : 0  
Total of All Attachments : 0  
Generated Documents Successfully Processed : ☐  
Actual Amount : \$140.00

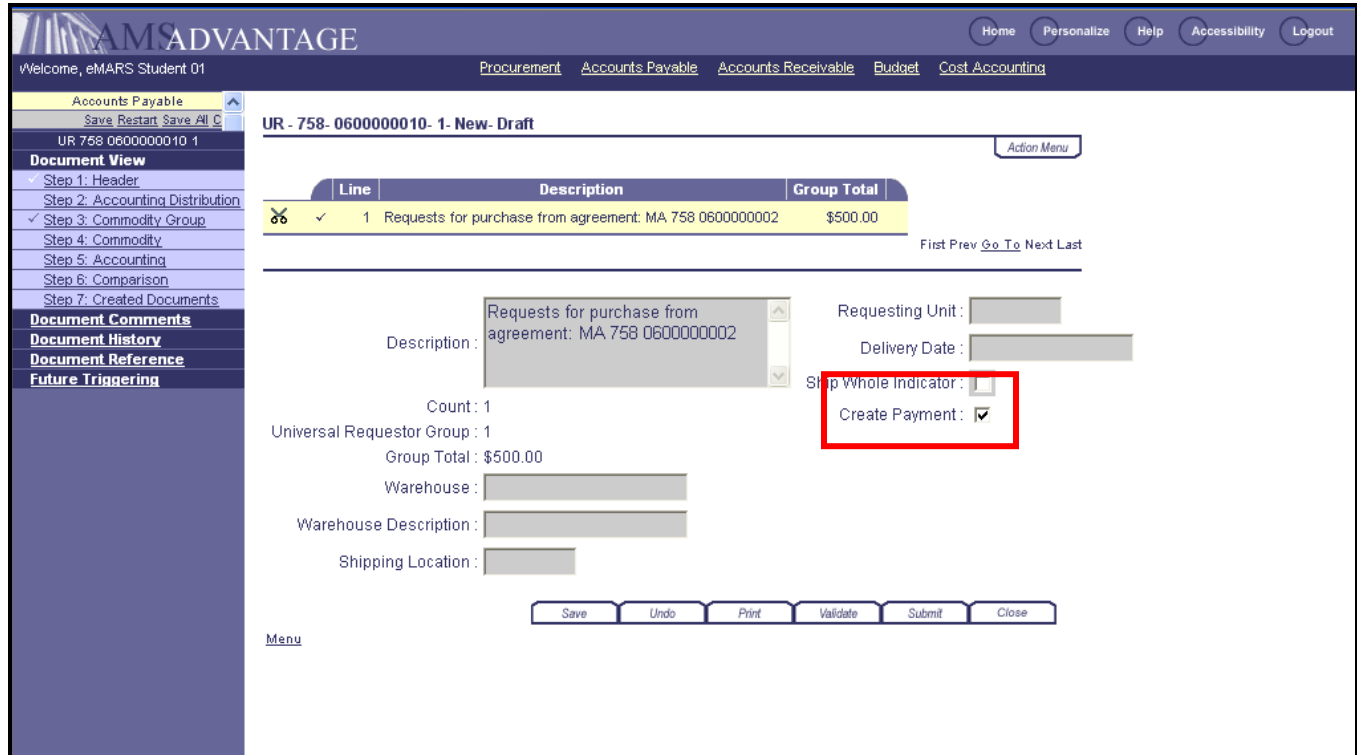
☐ Contact  
☐ Extended Description  
☐ Additional Information  
☐ Document Information

[Top](#)  

Save
Undo
Print
Validate
Submit
Close

14. Click **Step 3: Commodity Group**.

15. Check the **Create Payment** box.



16. Click **Step 4: Commodity** from the Secondary Navigation Panel. The page opens to the **General Information** section. The information has transferred from the MA document and the Catalog Comparison Sheet.

NOTE: DO NOT insert Accounting Line(s) on the UR document.

17. Click **Validate**. Check for errors. If errors are found, correct all errors and click **Validate** again.

18. Click **Submit**.

NOTE: In eMARS production, **UR** documents do not enter workflow for approval and will submit to a Final phase provided no errors are encountered.

19. Click **Step 7: Created Documents** from the Secondary Navigation Panel. The page opens and Line 1 is checked, which displays the generated **PRC** under the Document ID column.

22. Click the **PRC link**. The PRC document page opens to the **Header** section. You will notice the document is now a New Draft document in the Document Catalog, but all the fields are not editable

23. Click **Edit** at the bottom of the page. The document is now editable.

24. Click **Vendor** from the Secondary Navigating Panel.

25. Click **Disbursement Options**. Enter the following information in the Disbursement Options Section.

Required Fields	Values
Scheduled Payment Date	Enter 10 days from today's date.

26. Click **Invoice Information**. Enter the following information:

Required Fields	Values
Vendor Invoice Number	Please refer to your Student ID Card
Vendor Invoice Date	Use Today's Date

27. Click **Commodity** from the Secondary Navigation Panel.

28. Click **Invoice Information**. Enter the following in the Invoice Information section.

Required Fields	Values
Vendor Invoice Line	1

29. Click **Accounting** from the Secondary Navigation Panel.

30. Click **Insert New Line**

31. Enter the following in the General Information Section:

Required Fields	Values
Accounting Template	Refer to your Student ID card
Subtotal Line Amount	\$500.00

Click **Fund Accounting**. Enter the following in the Fund Accounting section.

Required Fields	Values
Object	E136 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

32. Click **Validate**. Check for errors. Correct all errors and click Validate again.

NOTE: In training, the PRC document will submit to "Final". However, in eMARS production the **PRC** document will be submitted into Workflow for approvals.

33. Click **Submit** after all the errors have been corrected.

34. Click **Close** to exit the document.

31. Click **Home** in the Primary Navigation Panel.

## Generating a PRC from the URSRCHMA

The Master Agreement Search (**URSRCHMA**) inquiry should be used to generate Delivery Orders or Payments under the following circumstances:

1. You already know the Master Agreement Number or the Vendor from who you will be making the purchase; and/or
2. The Purchase is primarily for services that are available on a Master Agreement and you would like to use the two-way match Delivery Order (**DO2**)

The Master Agreement Search (**URSRCHMA**) allows users to search for a specific master agreements by number. Once the master agreement is located, the Select Lines link is used to select lines for the Delivery Order or Payment document.

To create a payment document, ensure the Payment Type is **PRC** for an external vendor or and click the Create Payment link. A draft **PRC** will open to the header section.

NOTE: For further information, please refer to **eMARS 601 General Procurement** manual or see the following steps.

### Master Agreement Commodity Search - Select Lines

[Menu](#)

[Browse](#) [Clear](#)

Agreement Code :   
Agreement Dept :   
Agreement ID :

▼Query

MA Commodity Line :   
Commodity Code :   
Commodity Description :   
CL Description :

▼Results

☐ Deliver All Lines      Order Type :  [▶](#)  
☐ Deliver All Unselected Lines      Payment Type :  [▶](#)

	Commodity Line	Commodity	Description	CL Description	Vendor	Vendor Legal Name	Alias/DBA	Ref Type	Quant
<input type="checkbox"/>	1	10002	Fountain Pen Fancy	Mont Blanc Fountain Pens	VC0000100022	SHAW'S LA-Z-BOY		Memo	0.00
<input type="checkbox"/>	2	10003	Sharpie Style Markers	Black Sharpie Markers - 12 in a box	VC0000100022	SHAW'S LA-Z-BOY		Memo	0.00

[First](#) [Prev](#) [Next](#) [Last](#)

[Add Selected Lines to MALS](#)   
[View MALS Records](#)   
[Create Delivery Order](#)   
[Create payment](#)   
[Cancel](#)

**Creating a PRC/DO/DO2 from MA Search (URSRCHMA)**

Before creating the PRC/DO/DO2 from URSRCHMA, the User must have the MA number and/or Vendor number (VC or VS) and Supplier Part Number(s).

1. Open the MA from the Document Catalog and get the VC (vendor number) from the Vendor Section.
2. Go to the Commodity Section. Highlight Current Catalog Line. Click on View/Edit Catalog. See items on the catalog.

OR

Select current Catalog Line, go to Action Menu, Attachments. See the line at the top.

1. Click on Download, Save, choose place to save the catalog on your desktop and give the file the vendor's name.
  2. Click on Save and then Open. You will need to choose Microsoft Excel to open it.
  3. Catalog file will open. See columns and sort Supplier Part Number or Price to locate Supplier Part Number. Write down the Supplier Part Numbers you will need for the DO/DO2/PRC.
  3. Go to Procurement Workspace.
  4. Click MA Search (URSRCHMA) link
  5. Enter VC code or MA Number – Browse
  6. Put Checkmark by MA line, click Select Lines
  7. Select current Commodity Line by putting in a checkmark
  8. Click Create Payment for PRC or Create Delivery Order for DO (if you want a DO2, select the Document Type from the dropdown above the Commodity Lines)
  9. A PRC or DO/DO2 will open. Fill out the documents as you normally would.
  10. Put a Description in the Doc Description Field
  11. Look at the Vendor section, the vendor information inferred from the MA.
  12. Go to Disbursement Options section and put in the Scheduled Pay Date
  13. Go to the Invoice Information Section and put in the Vendor Invoice #, Vendor Invoice Date
  14. Open the Agreement Reference section to view the MA reference
  15. Go to the Commodity Section. Take out the CL Description and Pricing
  16. Now put in the Supplier Part Number
  17. Validate – see the new CL Description and Pricing infer
  18. Put in the quantity
  19. Go to the Invoice Information Section. Put in the Vendor Invoice Line number.
  20. Go to the Accounting Section, Insert New Line, Put in Accounting Template/String and SubTotal Line Amount. Choose the appropriate the Object Code.
  21. Validate again to save all information.
- 

To add more Commodity Lines:

1. Go back to Commodity Section.
  2. Copy the first line you pulled in by clicking on the Double Pages icon.
  3. Click on Insert Copied Line.
  4. Take out the CL Description, Supplier Part Number and Pricing.
  5. Add the next Supplier Part Number that you need to order
  6. Validate
  7. Add Accounting Line
  8. Validate
- Repeat these last steps for each Supplier Part Number you need to order.

## General Accounting Expenditure Documents (GAX)

The General Accounting Expenditure (**GAX**) document is used to make non-commodity-based payments and, therefore, does not require a reference to an award document. GAX documents can be used to pay a single vendor or multiple vendors specifying single or multiple accounting lines per vendor. In eMARS, use of the **GAX** is limited thru the required Cited Authority field. Only those departments with proper authorities will be able to create **GAX** documents. Some allowable authorities include but are not limited to reimbursements, postage, utilities, agency specific authorities, etc. Single and multiple vendor **GAX** documents will use the AP01—Authorize Normal Payment Event Type.


### Key Fields on GAX document

Please refer to the following when creating a **GAX** document.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Cited Authority	Required	Select appropriate authority for payment.
		Document Description	Optional	
		Record Date	Inferred	Will default to current date upon final approval. Users should leave this field blank and let it infer.
		Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period	Inferred	Will default to the current accounting period upon final approval. User should leave these fields blank and let them infer. However, users will be required to enter during fiscal year end, Period 13.

### **Important Notes to Remember Regarding the Header:**

- **Cited Authority** is required on all standard **GAX** documents and is used to identify the authority under which the payment is being made. The Cited Authorities available in the “pick list” are determined by the document code and department.



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Accounts Payable

Save Restart Save All

GAX 758 0600000007 2

Document View

✓ Header

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Additional Amounts

Extended Description

Document Information

Vendor

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

**GAX - 758- 0600000007- 2- Modification- Final**
Action Menu

**Header**

▼ **General Information**

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Document Description :

Actual Amount : \$350.00

Closed Amount : \$0.00

Closed Date :

Bank Account :

Replacement : ☐

Cited Authority :

Ct Svcs No Comp  
Exists/Utilities/Public Svcs

▶ **Additional Amounts**

▶ **Extended Description**

▶ **Document Information**

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Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Required	Select from "Pick List". A different address code may be selected if a different payment address is available from the vendor record.
	Disbursement Options	Scheduled Payment Date	Required	Enter Due Date from Vendor's Invoice
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed but may be changed.

### Important Notes to Remember Regarding the Vendor Section:

- **Vendors** are no longer identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location. If the address is not available, a new payment address will have to be added through the **VCN** process.)
- Multiple vendors may be added to the **GAX** by selecting "Insert New Line" from the Vendor section.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. The Scheduled Payment date should be set to correspond with the due date on the Vendor's Invoice. If no due date was supplied on the Vendor's Invoice, the **Scheduled Payment Date** should be set to 30 days from the Vendor's Invoice Date. This value will default to today's date so it is your **RESPONSIBILITY** to set the value in the Commonwealth's best interest.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the "pick list" by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.

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Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Accounts Payable

Save Restart Save All

GAX 758 0600000007 2

**Document View**

- Header
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- General Information
- Disbursement Options
- Discount Terms
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- Document Reference
- Future Triggering

**GAX - 758- 0600000007- 2- Modification- Final**

Action Menu

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000100003	Kentucky American Water	\$350.00

Insert New Line Insert Copied Line

First Prev Go To Next Last

**Vendor**

**General Information**

**Disbursement Options**

Disbursement Category : STM EFT Status : N/A

Schedule Payment Date : 02/15/2006 Handling Code :

Disbursement Priority : 99 On Line Disbursement Rqst :

Disbursement Type : Check Taxpayer Id :

Disbursement Format : REG Taxpayer Id Type :

Single Payment : Pay Third Party :

**Discount Terms**

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Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Event Type	Required	For the GAX the Default is AP01—Authorize Normal Payment
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
		Vendor Invoice Number	Required	The first 30 characters of this value will be printed on the check stub.
		Vendor Invoice Line	Required	Enter reference to line on Vendor’s invoice.
				Can not be zero and must be unique on all accounting lines
		Vendor Invoice Date	Required	Enter date Vendor’s invoice was issue.
		Check Description	Required	<b>Enter descriptive information concerning payment</b> , i.e. Account #s, phone #s for telephone invoices etc. The first 24 characters will print on the check.
	Fund Accounting	Fund Dept Unit Object	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

**Important Notes to Remember Regarding the Accounting Section:**

- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor **Invoice Number** and **Check Description** fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the Document Description, line description or Extended Description fields as a means to communicate vendor information. These fields **DO NOT** print on the remittance to the vendor.
- For payments which recur on a frequent basis, **Future Document Triggering** may be used to establish subsequent payments. A **Document Template** may also be established.
- **Select the appropriate Object Code or “E” Codes** for accurate representation of expenditures. Object Codes or “E” Codes are used to identify the type of expenditures being obligated against and agency’s budget.
  - Avoid Object Codes with Miscellaneous or Other as part of the name when possible.
  - Be sure the Object Code selected is represented within the proper Object Type (EX: Computer Equipment/Hardware has a specific Object Code within Object Types 3, 6 & 7)
  - Use the Expenditure Object Classification report within the Statewide Reports/Chart of Accounts folder or the spreadsheet posted at <http://finance.ky.gov/internal/eMARS/Chart+of+Accounts.htm>
  - Contact your agency’s Fiscal Officer to determine specific Object Codes when necessary.

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Accounts Payable

Save Restart Save All

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Document View

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Document History

Document Reference

Future Triggering

GAX - 758- 0600000007- 2- Modification- Final

[Action Menu](#)

Accounting Line	Line Amount	Line Closed Amount	Event Type
1	\$350.00	\$0.00	AP01

[Insert New Line](#)
[Insert Copied Line](#)

[First](#)
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[Vendor 1: VC0000100003](#)

**Accounting**

General Information

Event Type: AP01  
Accounting Template: G54321  
Line Description:   
Line Amount: \$350.00  
Reserved Funding: No  
Line Closed Amount: \$0.00  
Line Closed Date:   
Referenced Line Amount: \$0.00

Budget FY: 2006  
Fiscal Year: 2006  
Period: 8  
Bank: G1  
Vendor Invoice Number: INV 06-001  
Vendor Invoice Line: 1  
Vendor Invoice Date: 02/10/2006  
Tracking Date:   
Check Description:   
Special Instructions Code:   
Disbursement Category: STM  
Billing Profile:

Reference

Fund Accounting

Detail Accounting

Service Dates

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## Exercise 6 — Multi-Vendor GAX Payment

### Scenario

Your Department needs to pay the utility bills for the office building. The accounts payable office will create a multi-vendor **GAX** document to pay for Phone, Water and Electricity.

### Task Overview

Create a multi-vendor **GAX** document.

### Procedures

1. From the Primary Navigation Panel, click **Accounts Payable** workspace.
2. On the Secondary Navigation Panel, click **Payments with NO Commodity Detail**.
3. Click **General Accounting Expenditure (GAX)**.
4. The page opens. Click **Create**.

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Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Accounts Payable

Save Restart Save All C

Vendor Maintenance

Payments with Commodity

Payments with NO Commodity

Standard non-Commodity pa

General Accounting Expenditure

Revenue Refund Payment

Balance Sheet Payable

Procurement Card Admini

Payment Management

Checkwriter Processing

Travel

Internal Payments

### Document Catalog

Create

Document Identifier

Code: GAX Unit:

Dept: ID:

User Information

Document State

Browse Clear

Action Menu

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	030	UNIT	0600000002	No	1	New	Draft	Held	2/10/06	rwilkins	0.00	true
<input type="checkbox"/>	GAX	075	UNIT	0600000003	No	1	New	Draft	Held	2/10/06	awhitenack	0.00	true
<input type="checkbox"/>	GAX	075	UNIT	0600000004	No	1	New	Draft	Held	2/10/06	jcox	0.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-03	No	1	New	Draft	Held	2/10/06	Student728	125.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-06	No	1	New	Draft	Held	2/10/06	Student728	125.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-09	No	1	New	Draft	Held	2/10/06	Student728	125.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-12	No	1	New	Draft	Held	2/10/06	Student728	125.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-15	No	1	New	Draft	Held	2/10/06	Student728	125.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-18	No	1	New	Draft	Held	2/10/06	Student728	125.00	true
<input type="checkbox"/>	GAX	075	UNIT	CM110EX7-21	No	1	New	Draft	Held	2/10/06	Student728	125.00	true

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Menu

5. Enter the following information.

Required Fields	Values
Code	GAX
Dept	Please refer to your Student ID card
Unit	UNIT
ID	Select the Auto Numbering checkbox

6. Click **Create**. The new GAX document opens to the General Information section.

NOTE: Write down the Document ID number. It is found at the top, left of the document. You will need it in when modifying a **GAX** document in **Exercise 7**.

Document ID Number \_\_\_\_\_

7. Enter the following information in the Header section:

Required Fields	Values
Cited Authority	Choose <b>FAP111-08-00-01</b> from the pick list

Accounts Payable  
Save Restart Save All Cl  
GAX 758 0600000035 1  
**Document View**  
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Additional Amounts  
Extended Description  
Document Information  
Vendor  
Accounting  
Posting  
Document Comments  
Document History  
Document Reference  
Future Triggering

**GAX - 758- 0600000035- 1- New- Draft**

Action Menu

Header

**General Information**

Document Name :
Bank Account :
Replacement :
Cited Authority : FAP 111-08-00-01
Record Date :
Budget FY :
Fiscal Year :
Period :
Document Description :
Actual Amount : \$0.00
Closed Amount : \$0.00
Closed Date :

Additional Amounts
Extended Description
Document Information

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Save Undo Print Validate Submit Close

## Vendor 1

8. Click **Vendor** from the Secondary Navigation Panel. The page opens to the General Information section.
9. Click **Insert New Line**.
10. Enter the following information in the **General Information** section.

Required Fields	Values
Vendor Customer	Click the Pick List and search for "TeleComp" in the Legal Name
Address Code	Click the Pick List and find 102 Second St

11. In the **Disbursement Options** section enter the following information.

Required Fields	Values
Scheduled Payment Date	10 days from today's date

GAX - 758- 0600000035- 1- New- Draft

Action Menu

✂

📄

✓

0 VC0000100025

Insert New Line

Insert Copied Line

First Prev Go To Next Last

Vendor

▼General Information

Vendor Customer : VC0000100025

Legal Name :

Alias/DBA :

Address Code : AD001

Address Line 1 :

Address Line 2 :

City :

State :

Zip :

Country :

County :

Vendor Contact ID :

Vendor Contact Name :

Vendor Contact Phone :

Vendor Contact Phone Ext. :

Vendor Contact Email :

Fax :

Fax Extension :

Web Address http:// :

▼Disbursement Options

Disbursement Category :

Schedule Payment Date : 04/05/2006

EFT Status :

Handling Code :

12. Click **Accounting** from the Secondary Navigation Panel. The page opens to the General Information section.

13. Click **Insert New Line**. Enter the following information in the **General Information** section:

Required Fields	Values
Accounting Template	Please Refer to your Student ID Card
Total Line Amount	\$100.00
Vendor Invoice Number	Please Refer to your Student ID Card
Vendor Invoice Line	1
Vendor Invoice Date	Today's Date
Check Description	Acct # 5689

14. In the **Fund Accounting** section enter the following information.

Required Fields	Values
Object	E211 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

Vendor 1: VC0000100025 >

Accounting

General Information

Event Type :

Accounting Template :

Line Description :

Line Amount :

Reserved Funding :

Line Closed Amount :

Line Closed Date :

Referenced Line Amount :

Budget FY :

Fiscal Year :

Period :

Bank :

Vendor Invoice Number :

Vendor Invoice Line :

Vendor Invoice Date :

Tracking Date :

Acct # 5689

Check Description :

Special Instructions Code :

Disbursement Category :

Billing Profile :

Reference

Fund Accounting

Fund :

Object :

OBSA :

**Vendor 2**

15. Click **Vendor** from the Secondary Navigation Panel. The page opens to the General Information section.
16. Click **Insert New Line**.
17. Enter the following Information in the **General Information** section.






Required Fields	Values
Vendor Customer	Click the Pick List and search for "Kentucky American Water" in the Legal Name
Address Code	Click the Pick List and find 2300 Richmond Rd

18. In the **Disbursement Options** section enter the following information.

Required Fields	Values
Scheduled Payment Date	10 days from Today's date





**GAX - 758- 0600000035- 1- New- Draft**
Action Menu


	Vendor Line	Vendor Customer	Legal Name	Line Amount
 	1	VC0000100025	TeleComp	\$100.00
  	0	VC0000100003		

Insert New Line Insert Copied Line
First Prev Go To Next Last

**Vendor**


 

**General Information**

Vendor Customer :  

Legal Name :


Alias/DBA :

Address Code :  

Address Line 1 :


Address Line 2 :


City :

State :  

Zip :

Country :

County :  

Vendor Contact ID :  

Vendor Contact Name :

Vendor Contact Phone :

Vendor Contact Phone Ext. :


Vendor Contact Email :


Fax :

Fax Extension :


Web Address http:// :

**Disbursement Options**

Disbursement Category :  

Schedule Payment Date :  

EFT Status :

Handling Code :  

19. Click **Accounting** from the Secondary Navigation Panel. The page opens to the General Information section.
20. Click **Insert New Line**.

21. Enter the following information in the General Information section:

Required Fields	Values
Accounting Template	Please Refer to your Student ID Card
Total Line Amount	\$75.00
Vendor Invoice Number	Please Refer to your Student ID Card
Vendor Invoice Line	1
Vendor Invoice Date	Today's date
Check Description	Acct # 4578

22. In the Fund Accounting section enter the following information.

Required Fields	Values
Object	E213 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

Vendor 2: VC0000100003 >

Accounting

General Information

Event Type :

Budget FY :

Accounting Template :

Fiscal Year :

Line Description :

Period :

Line Amount :

Bank :

Reserved Funding :

Vendor Invoice Number :

Vendor Invoice Line :

Vendor Invoice Date :

Tracking Date :

Line Closed Amount :

Line Closed Date :

Referenced Line Amount :

Check Description :

Special Instructions Code :

Disbursement Category :

Billing Profile :

Reference

Fund Accounting

Fund :

Object :

OBSA :

### Vendor 3

23. Click **Vendor** from the Secondary Navigation Panel. The page opens to the **General Information** section.

24. Click **Insert New Line**.

25. Enter the following Information in the **General Information** section.

Required Fields	Values
Vendor Customer	Click the Pick List and search for "Frankfort Plant Board" in the Legal Name
Address Code	Click the Pick List and find 317 W. Second St

26. In the **Disbursement Options** section, enter the following information.

Required Fields	Values
Scheduled Payment Date	10 days from Today's date

27. Click **Accounting** from the Secondary Navigation Panel. The page opens to the General Information section.

28. Click **Insert New Line**.

29. Enter the following information in the **General Information** section:

Required Fields	Values
Accounting Template	Please Refer to your Student ID Card
Total Line Amount	\$78.00
Vendor Invoice Number	Please Refer to your Student ID Card
Vendor Invoice Line	1
Vendor Invoice Date	Today's date
Check Description	Acct # 1256

30. In the **Fund Accounting** section, enter the following information.

Required Fields	Values
Object	E212 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)

Accounting

General Information

Event Type :

Accounting Template :

Line Description :

Line Amount : \$78.00

Reserved Funding :

Line Closed Amount :

Line Closed Date :

Referenced Line Amount :

Budget FY :

Fiscal Year :

Period :

Bank :

Vendor Invoice Number :

Vendor Invoice Line : 1

Vendor Invoice Date : 3/20/2006

Tracking Date :

Acct # 1256

Check Description :

Special Instructions Code :

Disbursement Category :

Billing Profile :

Reference

Fund Accounting

Fund :

Object : E213

OBSA :

31. Click **Save**.
32. Click **Validate**. Check for errors.
33. Correct all errors and **click Validate again**.

NOTE: In training, the GAX document will submit to "Final". However, in eMARS production the **GAX** document will be submitted into Workflow for approvals.

34. Click **Submit** after the document validates successfully.
35. Click **Close** to exit the document.
36. Click **Home**.

## GAX Clones

There are two **GAX** clone documents, the **GAX2** (General Accounting Revenue Refund) and the **GAX3** (General Accounting Balance Sheet Payable). Cloned documents are very similar to the base document, but have specific, functions, requirements and security assigned. Like the **GAX**, **GAX** clones may have a single or multi-vendors.

The **GAX2** will be used solely for revenue refund transactions and will not require a Cited Authority. A single event type XP09 – Revenue Refund will be allowed on the **GAX2** and will default upon validation.

The fund accounting will require a Revenue Source Code be entered. The **GAX2** is secured to only those departments and users who have a need for revenue refunds. It will not require an override for payment.

	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
<b>Header</b>	General Information	Document Description	Optional	
		Record Date Accounting	Inferred	Will default to the current accounting period upon final approval. Users should leave blank. However, users will be required to enter during fiscal year end, Period 13.
		Period (Budget Fiscal Year, Accounting Fiscal Year and Period	Inferred	
<b>Vendor</b>	General Information	Vendor Customer	Required	Select from "Pick List"
	Disbursement Options	Scheduled Payment Date	Required	Enter Date Vendor is to receive refund payment
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed
<b>Accounting</b>	General Information	Event Type	Required	For the <b>GAX2</b> the Default is XP09—Revenue Refund
		Accounting Template	Optional	Select appropriate template from "pick list".
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
		Vendor Invoice Number	Optional	Enter Vendor Invoice Number. First 30 characters will print on check stub remittance to vendor.
		Vendor Invoice Line	Optional	Enter reference to line on Vendor's invoice.  Can not be zero and must be unique on all accounting lines
		Vendor Invoice Date	Optional	Enter date Vendor's invoice was issue.
		Check Description	Required	Enter descriptive information concerning refund payment. The first 24 Characters will print on the check stub remittance to vendor.



# eMARS Course 1320 Accounts Payable

	Reference	Ref Doc Code Ref Doc Dept Ref Doc ID Ref Vendor Line Ref Accounting Line	Optional	May reference a <b>CR</b> document
	Fund Accounting	Fund Dept Unit Revenue Source	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

**GAX Clone document --GAX2 Revenue Refund. Notice *Fund Accounting* section.**

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GAX2 758 0600000001 1

Document View

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GAX2 - 758- 0600000001- 1- New- Draft

Action Menu

Accounting Line	Line Amount	Line Closed Amount	Event Type
1	\$150.00	\$0.00	XP09

Insert New Line

Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0000100001 >

Accounting

General Information

Event Type: XP09

Budget FY: 2006

Accounting Template: G75800

Fiscal Year: 2006

Line Description:

Period:

Bank: G1

Line Amount: \$150.00

Vendor Invoice Number:

Reserved Funding: No

Vendor Invoice Line:

Line Closed Amount: \$0.00

Vendor Invoice Date:

Line Closed Date:

Tracking Date:

Referenced Line Amount: \$0.00

Check Description: Refund

Special Instructions Code:

Disbursement Category: UAM

Billing Profile:

Reference

Fund Accounting

Fund: 0100

Object:

OBSA:

Sub Fund:

Sub Object:

Sub OBSA:

Department: 758

Revenue: R401

Dept Object:

Unit: UNIT

Sub Revenue:

Dept Revenue:

Sub Unit:

BSA:

Appr Unit:

Sub BSA:

Detail Accounting

Location:

Reporting:

Major Program:

Sub Location:

Sub Reporting:

Program:

Activity:

Task:

Phase:

Sub Activity:

Sub Task:

Program Period:

Function: BAA0

Task Order:

Sub Function:

Service Dates

Additional Amounts

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Save

Undo

Print

Validate

Submit

Close

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### Important Notes to Remember concerning GAX2 documents:

- **Cited Authority** is not required.
- **Vendors** are no longer identifiable or searchable by Social Security Number (**SSN**) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location.
- Multiple vendors may be added to the **GAX2** by selecting "Insert New Line" from the Vendor section.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. This value will default to today's date if nothing is entered.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the "pick list" by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will **NOT** have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.
- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor **Invoice Number** and **Check Description** fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the Document Description, Lind Description or Extended Description fields as a means to communicate vendor information. These fields do not print on the check stub or remittance to vendor.

The **GAX3** will be used for balance sheet payables and will not require a cited authority. The allowable event types for the **GAX3** are as follows:

<b>Event Type</b>	<b>Description</b>
AP03	Authorize Retainage Payment
AP08	Authorize Unreserved Credit Balance Refund
AP12	Authorize Escheat Payment
AP14	Forfeiture of Retainage to Expenditure
AP15	Forfeiture of Retainage to Undistributed Receipts
AP18	Asset Payout Authorization <b>*default*</b>



The **GAX3** has multiple uses determined by the event types. Users may select the appropriate event type from the “pick list. If no selection is made, Event type of AP18 – Asset Payout Authorization will default upon validation. Some event types may require a Balance Sheet Account be entered in Fund Accounting. The **GAX3** is secured to only those departments and users who have a need for such payments and may require an override by the Office of the Controller.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
<b>Header</b>	General Information	Document Description	Optional	
		Record Date	Inferred	Will default to current date upon final approval. Users should leave this field blank and let it infer.
		Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period	Inferred	Will default to the current accounting period upon final approval. However, users will be required to enter during fiscal year end, Period 13.
<b>Vendor</b>	General Information	Vendor Customer	Required	Select from “Pick List”
	Disbursement Options	Scheduled Payment Date	Required	Enter Date Vendor is to receive payment
		Disbursement Category	Required	Value will default to STM-Sealed Treasury Mailed
<b>Accounting</b>	General Information	Event Type	Required	For the GAX3 the Default is AP18 – Asset Payout Authorization. Other event types may be selected if appropriate
		Accounting Template	Optional	Select appropriate template from “pick list”.
		Line Amount	Required	Enter the amount allocated to this Accounting Line.
		Vendor Invoice Number	Optional	First 30 Characters will print on the check stub remittance
		Vendor Invoice Line	Optional	Enter reference to line on Vendor’s invoice.  Can not be zero and must be unique on all accounting lines
		Vendor Invoice Date	Optional	Enter date Vendor’s invoice was issue.
		Check Description	Required	Enter descriptive information concerning refund payment. The first 24 Characters will print on the check stub remittance.



eMARS Course 1320 Accounts Payable

	Fund Accounting	Fund Dept Unit Balance Sheet Account or Object Code	Required	Required Elements are shown. However, other Fund Accounting values may be required by the department. Users should check with their respective department to find what may be required.
	Detail Accounting	Function	Required	Required Elements are shown. However, other Detail Accounting values may be required by the department. Users should check with their respective department to find what may be required.

**GAX** Clone document –**GAX3** BSA payable. Notice **Fund Accounting** section.

## AMS ADVANTAGE

Welcome, Kelly Ziemer

[Home](#) [Personalize](#) [Help](#) [Accessibility](#) [Logout](#)

Accounts Payable

GAX3 758 0600000001 1

**Document View**

- Header
- Vendor
- Accounting**
  - General Information
  - Reference
  - Fund Accounting
  - Detail Accounting
  - Service Dates
  - Additional Amounts
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

### GAX3 - 758- 0600000001- 1- New- Draft

[Action Menu](#)

Accounting Line	Line Amount	Line Closed Amount	Event Type
1	\$100.00	\$0.00	AP18

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0000100001 >

**Accounting**

**General Information**

Event Type:

Accounting Template:

Line Description:

Line Amount:

Reserved Funding:

Line Closed Amount: \$0.00

Line Closed Date:

Referenced Line Amount: \$0.00

Budget FY:

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Special Instructions Code:

Disbursement Category:

Billing Profile:

**Reference**

**Fund Accounting**

Fund:

Sub Fund:

Department:

Unit:

Sub Unit:

Appr Unit:

Object:

Sub Object:

Revenue:

BSA:

Sub BSA:

OBSA:

Sub OBSA:

Dept Object:

Dept Revenue:

**Detail Accounting**

Location:

Sub Location:

Activity:

Sub Activity:

Function:

Sub Function:

Reporting:

Sub Reporting:

Task:

Sub Task:

Task Order:

Major Program:

Program:

Phase:

Program Period:

**Service Dates**

**Additional Amounts**

[Top](#)

**Important Notes to Remember concerning GAX3 documents:**

- **Cited Authority** is not required.
- **Vendors** are no longer identifiable or searchable by Social Security Number (SSN) or Tax Identification Number (**TIN**). Users will have to search for vendors by Legal Name or by system assigned vendor code. If the vendor has more than one location, the **Address Code** pick list can be used to select the proper address/location.
- Multiple vendors may be added to the **GAX3** by selecting “Insert New Line” from the Vendor section.
- The **Scheduled Payment Date** is the date the vendor expects to receive payment. Checks or **EFTs** will be disbursed in enough time to reach the vendor on that date. This value will default to today's date if nothing is entered.
- The **Disbursement Category** will default to Sealed Treasury Mailed. However, this field may be selected from the “pick list” by the user. Other categories are, Sealed & Unsealed Agency Mailed and Sealed & Unsealed Treasury Hold.
- Users will not have to select **Single Payment** checkbox on the document. The disbursement process will mark all payments as Single Payment.
- **Event Type** AP18 – Asset Payout Authorization will default on the **GAX3**. However, other event types are allowable on the **GAX3** and may be selected from the “pick list” by the user.
- Although optional, use of **Accounting Templates** is highly recommended as a quick and efficient way to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Vendor **Invoice Number** and **Check Description** fields will print out on the check stub. These fields should be used to communicate data needed by the vendor to apply the payment properly. Do not use the Document Description, Lind Description or Extended Description fields as a means to communicate vendor information. These fields do not print on the check stub or remittance to vendor.
- For payments which recur on a frequent basis, **Future Document Triggering** may be used to establish subsequent payments. A **Document Template** may also be established.

## 4 – Advanced Topics

### Modifying and Canceling Payment Documents

Sometimes it is necessary to change document information after it has been processed. Changes can only be made to the Payment Request document before a check (**AD**) or electronic funds transfer (**EFT**) has been disbursed. Once it has been disbursed, modifications or cancellations cannot be created. Corrections will have to be completed by other means. Accounting corrections can be made by using **JV2E** (Cash Expenditure Correction) or the **JV2R** (Cash Collected Earned Revenue Correction). Please refer to the eMARS 201 General Accounting manual if further information is needed.

All payment documents with the exception of the **PRM** and **PRMI** can be modified using the Edit feature. All payment documents including the **PRM** and **PRMI** can be cancelled.

To create a modification document, the user opens the latest version of the document and selects the **Edit** button at the bottom of the page. Once all changes are made and the modification is submitted and approved, the version of the document will increment by one; the phase becomes Final. All previous versions of the document will show a phase of Historical (Final).

Recall that **PRM** and **PRMI** documents are generated in a “Final” phase during the nightly batch cycle process. **PRM** and **PRMI** documents can be viewed by the user, but can not be modified. Correcting **PRM** or **PRMI** documents may require a cancellation of the **PRM** or **PRMI** so the user can modify the **IN** document. Once the modified **IN** has been approved a new **PRM** or **PRMI** document will be generated in the next nightly cycle.

NOTE: When modifying a payment document, use the Extended Description field located in the Header Section to document the reason for the modification.

The user must notify the Customer Resource Center to cancel a **PRM** or **PRMI**. To cancel other payment documents, locate and open the document through the Document Catalog. From the Action Menu located at the top of the page, select Edit/Discard. A Cancellation version will be created in “Draft” phase. The Cancellation must be submitted into workflow. As with modification documents, once the cancellation document is final, the version will increment by one. All previous versions of the document will show a phase of Historical (FINAL)

NOTE: Using the Edit/Discard function from the Action Menu on documents in a “Final” phase will result in a cancellation document. Using this function on documents in a “Draft” phase will delete the document.

Once the **PRM/PRMI** has been cancelled, The next step is to modify the **IN** to make the necessary changes. Only certain fields can be modified on an **IN**. Some primary areas that can be modified are: vendor invoice number, quantity or contract amount, Invoice date partial/final invoice indicator receive service from and to date. **Remember that IN documents do not contain an accounting section. Therefore, if accounting changes are required, users will either have to modify the referencing award or use a PRC document in lieu the PRM (PRCI in lieu of PRMI). Using a PRC in lieu of a PRM is discussed later in this manual.**

NOTE: The **IN** document requires approval and must be submitted and approved the same day the **PRM/PRMI** cancellation takes place.

### Modifications and cancellations will have the following general characteristics:

- Payment documents can only be modified or cancelled before an **AD** or **EFT** is issued
- Once the original document is accepted by the system, modifications are made using the **Edit** Function. Cancellation can be made using the **Discard** action function.
- Modification documents will require approvals through workflow
- Cancellation documents other than a **PRM** or **PRMI** cancellation will require approvals through workflow. **PRM** and **PRMI** cancellations will submit directly to final status
- Modifications made to the original document may also effect any referencing documents
- **PRM** and **PRMI** documents cannot be modified but can be cancelled
- Errors will be generated if a user attempts to modify or cancel a payment document that has already been disbursed (refer to following screen shot)

Unable to **Edit** the **Object** field in the GAX document.

Note Error Messages. **AD** process already ran—**EFT** generated.

### Error Messages

[Menu](#)

Component	Context	Severity	Override	Message
DOC_ACTG	<u>VEND = 1 ,ACTG = 1</u>	Error		Sub Unit cannot be modified because Change Closed Allowed is not
DOC_ACTG	<u>VEND = 1 ,ACTG = 1</u>	Error		Object cannot be modified because Change Closed Allowed is not se
DOC_ACTG	<u>VEND = 1 ,ACTG = 1</u>	Error		Appr Unit cannot be modified because Change Closed Allowed is no
ABS_DOC_ACTG	<u>VEND = 1 ,ACTG = 1</u>	Warning		Accounting Line closed - modification is not allowed. (A1805)

## Exercise 7 — Modify GAX document

### Scenario

After creating the multi-vendor **GAX** for payment of utilities, the accounts payable manager realized the wrong object code and amount was used for the Telephone bill. Since there has not been a disbursement created for the **GAX** document from Exercise 6, a modification can be created to correct the object code.

### Task Overview

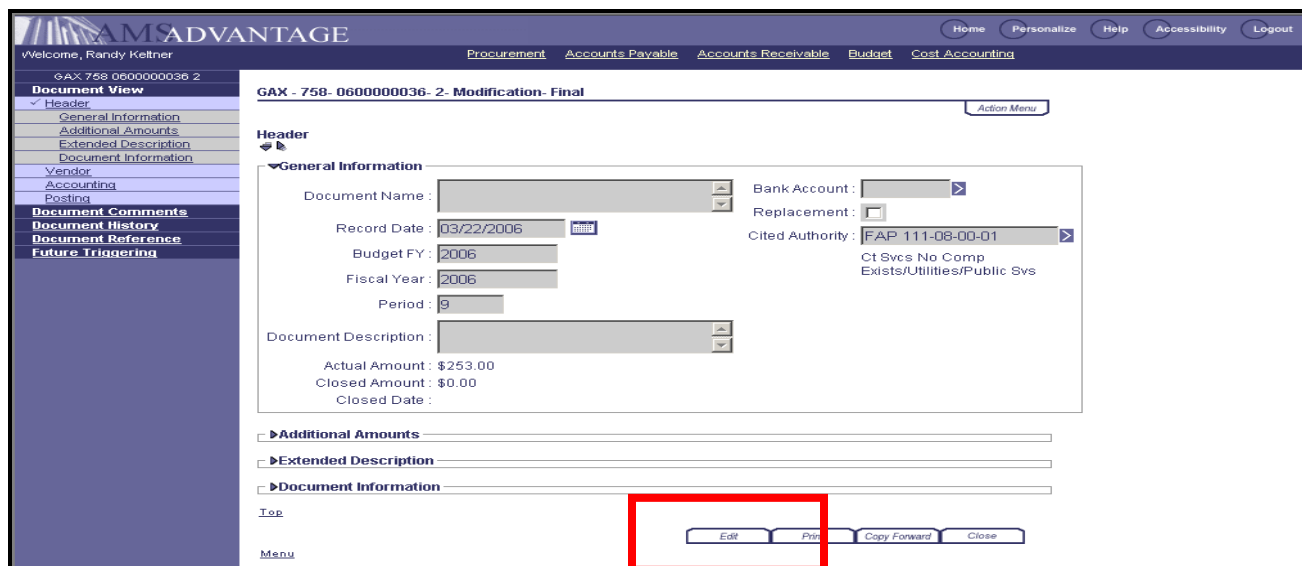
Modify a GAX document.

### Procedures

- Open the **Accounts Payable** Workspace from the Primary Navigation Panel.
- From the Secondary Navigation Panel, Click the **Payments with NO Commodity** section
- Select **General Accounting Expenditure (GAX)**
- The page opens. Enter the following information:

Required Fields	Values
Code	GAX
Dept	Please Refer to your Student ID Card
Unit	UNIT
ID	Enter the ID number that you wrote in Exercise 6

- Click **Browse**.
- Click the **ID number** to choose that document. The **GAX** document opens to the General Information section in the Header.
- Click **Edit**.



AM ADVANTAGE

Welcome, Randy Keltner

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

GAX 758-0600000036-2

Document View

Header

General Information

Document Name: [Text Box] Bank Account: [Text Box]

Record Date: 03/22/2006 Replacement: [Text Box]

Budget FY: 2006 Cited Authority: FAP 111-08-00-01

Fiscal Year: 2006

Period: 9

Document Description: [Text Box]

Actual Amount: \$253.00

Closed Amount: \$0.00

Closed Date: [Text Box]

Additional Amounts

Extended Description

Document Information

Top

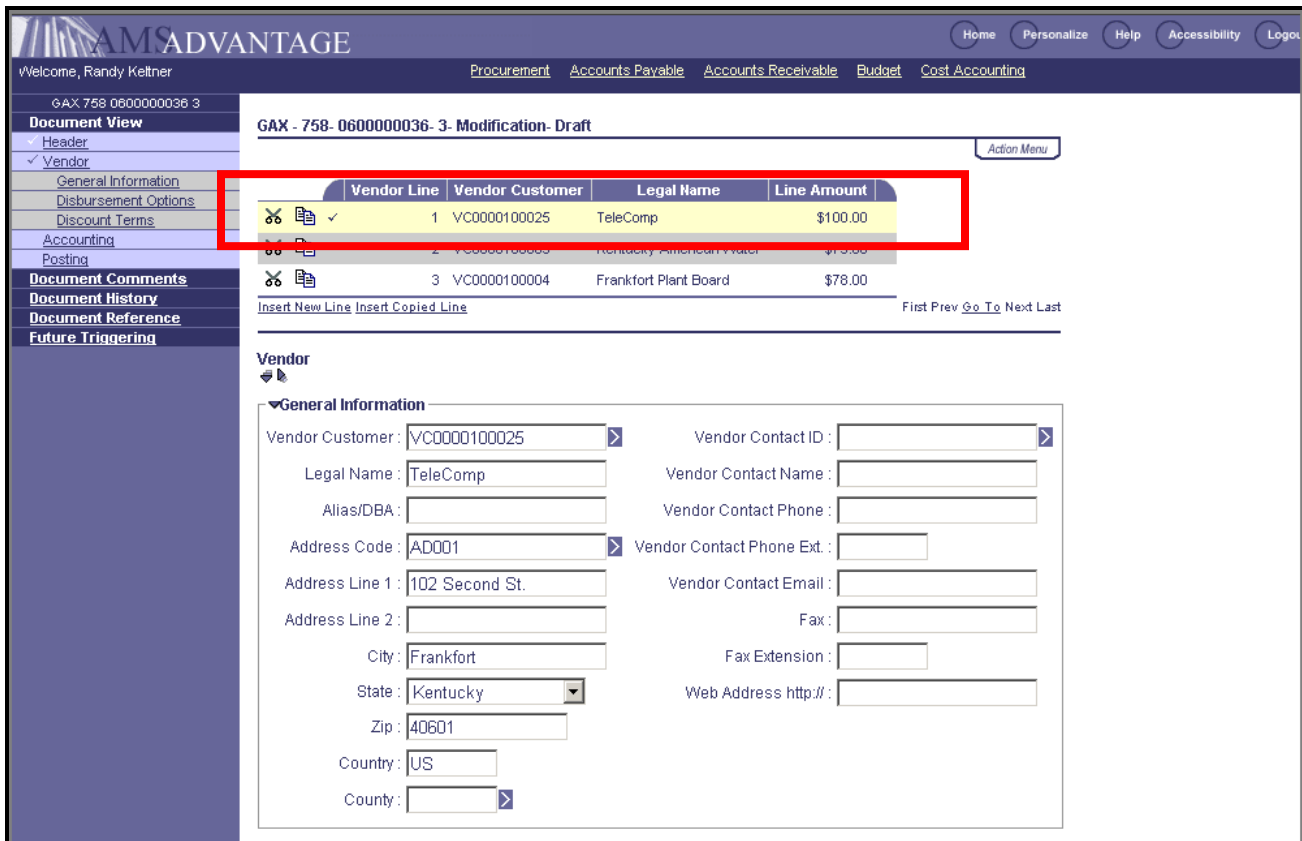
Menu

Edit Print Copy Forward Close

9. Open the **Extended Description** Section.
10. Enter the following as the reason for the modification

Required Fields	Values
Extended Description	Amount and object code were incorrect for Vendor line 1.

11. Click **Vendor** from the Secondary Navigation Panel. The page opens to the **General Information** section.
12. Make sure Vendor 1 **TeleComp** is selected.



AMS ADVANTAGE

Welcome, Randy Keltner

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

GAX 758 0600000036 3

Document View

Header

Vendor

General Information

Disbursement Options

Discount Terms

Accounting

Posting

Document Comments

Document History

Document Reference

Future Triggering

GAX - 758-0600000036-3- Modification- Draft

Action Menu

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000100025	TeleComp	\$100.00
2	VC0000100003	Kentucky American Water	\$1,500.00
3	VC0000100004	Frankfort Plant Board	\$78.00

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor

General Information

Vendor Customer: VC0000100025

Vendor Contact ID:

Legal Name: TeleComp

Vendor Contact Name:

Alias/DBA:

Vendor Contact Phone:

Address Code: AD001

Vendor Contact Phone Ext.:

Address Line 1: 102 Second St.

Vendor Contact Email:

Address Line 2:

Fax:

City: Frankfort

Fax Extension:

State: Kentucky

Web Address http://:

Zip: 40601

Country: US

County:

13. Click **Accounting** from the Secondary Navigation Panel. The page opens to the **General Information** section.
14. Change the **Line Amount** to \$68.00.
15. Open the **Fund Accounting Section**, change the **Object** field to **E815**. (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)
16. Click **Validate**. Check for errors. If errors are found, correct them and click **Validate** again.



NOTE: If an error message appears **Accounting Line closed - modification is not allowed**, then the Automated Disbursement Process has already been run. Therefore, a payment document cannot be modified, as an **EFT** or check (**AD**) as been generated.

NOTE: In training, the **GAX** document will submit to "Final". However, in eMARS production the **GAX** document will be submitted into Workflow for approvals.

17. Click **Submit** after all the errors have been corrected.
18. Close the document.
19. Click **Home** on the Primary Navigation Panel.

## Probable Errors with a Matching Payment Request (PRM/PRMI) document

As described in a previous section, the Payment Request Matching (**PRM/PRMI**) documents generated during the nightly cycle are created based on the matched quantities and final/partial indicators from the Matching Status (**MATA**) table. The **PRM/PRMI** documents do not require approval and will be submitted to “Final” phase during the nightly batch cycle process.

On occasion **PRM/PRMI** documents may have an error that causes it to “Reject”, thus requiring an agency user to take action to fix the problem. Some examples of errors that may cause a **PRM/PRMI** to “Reject” include, but are not limited to:

- A. Payment Service Dates not within Referenced Encumbrance Service Dates
  - The service to and from dates on the **IN** do not fall within the service to and from dates on the reference award.
- B. No Accounting Lines loaded on **PRM** – Likely reasons:
  - Award was either converted or created without accounting lines.
  - A **PRC** was previously entered to close the award
  - The award was modified to adjust the accounting lines (i.e. change the accounting distribution on a partial paid award to close out a single accounting line on an award).
- C. **PO** Requires a Receiver/**PO** Requires an Invoice – Likely reasons:
  - A invoice or receiver was entered and the PO was later modified to change or adjust the commodity quantities or amounts
- D. Accounting related errors – Likely reasons:
  - Budget or cash related errors
  - Closed or inactive Chart of Account values (i.e. activity or program codes)

The **PRM/PRMI** cannot be modified. Some errors like Bullet A can be corrected by modifying the IN and changing the service to and from dates in the commodity section. To correct most errors, however, a **PRC/PRCI** will need to be created referencing the corresponding award and invoice information. To establish a **PRC/PRCI** in lieu of a **PRM/PRMI**, open the award document and Copy Forward to the **PRC/PRCI**. The award reference will be inferred in the Commodity/Reference section. Users should also enter the reference to the Invoice (**IN**) in the Commodity/Invoice Information section. When the award and invoice are properly referenced the match is complete. The **PRC/PRCI** will be reflected on **MATA** and the **PRM/PRMI** will not continue to generate.

NOTE: If the **IN** is not properly referenced on the **PRC/PRCI**, the **PRM/PRMI** will continue to generate during the nightly cycle. At this point, the **IN** must be cancelled to prevent the **PRM/PRMI** from generating.

In some instances, accounting related errors may be corrected and subsequent **PRM/PRMI** documents will not reject. For example, a **PRM** rejects during the nightly cycle due to insufficient budget. The following business day, the budget account is increased by a transfer of funds. During the next nightly cycle a new **PRM** is generated in “Final” phase because budget is sufficient.

NOTE: When **PRM/PRMI** document rejects during the nightly cycle, the matching process is not complete. Therefore, if the rejected document is not addressed, another **PRM/PRMI** document will be generated during the next nightly cycle and replace the previous **PRM/PRMI**. This process will continue until the department addresses the errors. **It is the department's responsibility to check for rejected PRM/PRMI documents daily on the Document Catalog.**

## Exercise 8 — Create PRC for Rejected PRM

### Scenario

In checking the Document Catalog, your Department's accounts payable manager realizes a **PRM** was rejected due to inactive budgets and should have been paid from a different Object Code. Since **PRM's** can not be modified, the accounts payable office will override the **PRM** by using the copy forward function to create a **PRC** and reference the **IN**.

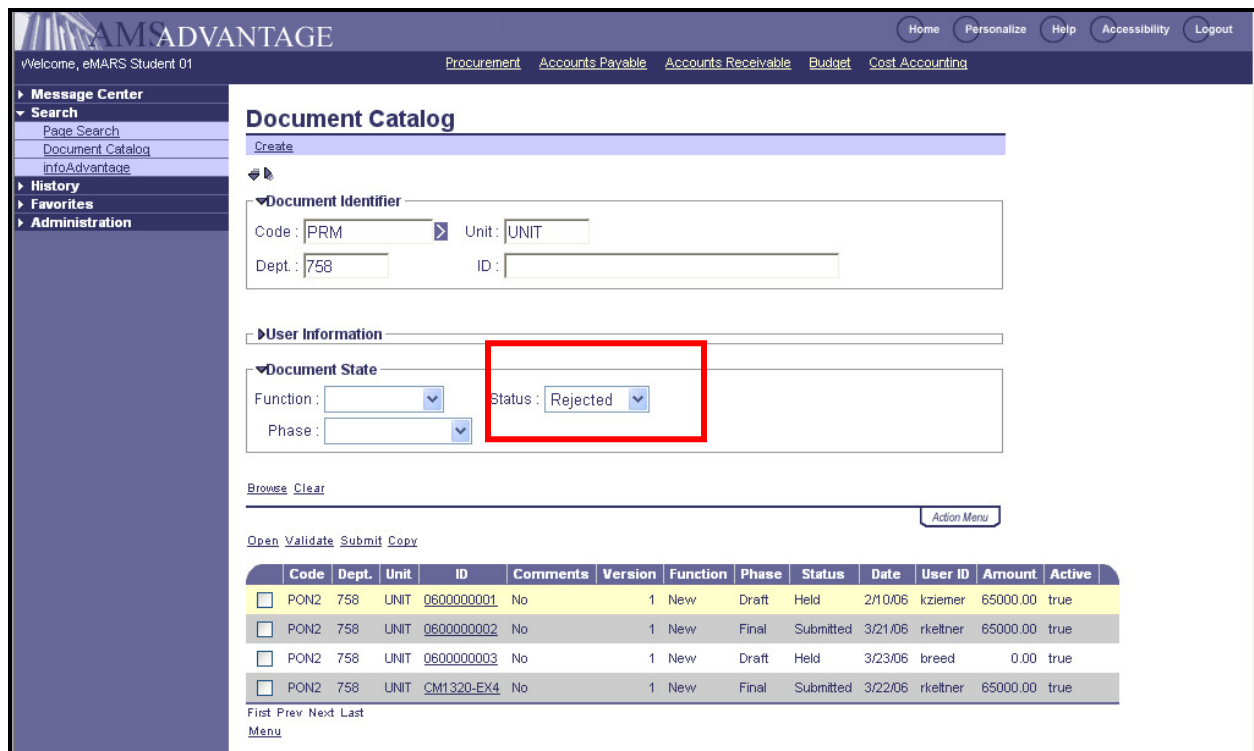
### Task Overview

Create a **PRC** for a rejected **PRM**.

### Procedures

1. Click **Search** from the Secondary Navigation Panel. Open the **Document Catalog**
2. Enter the following information:

Required Fields	Values
Code	PRM
Dept	Please Refer to your Student Card
Unit	UNIT
Status	Rejected (in Document State Section)



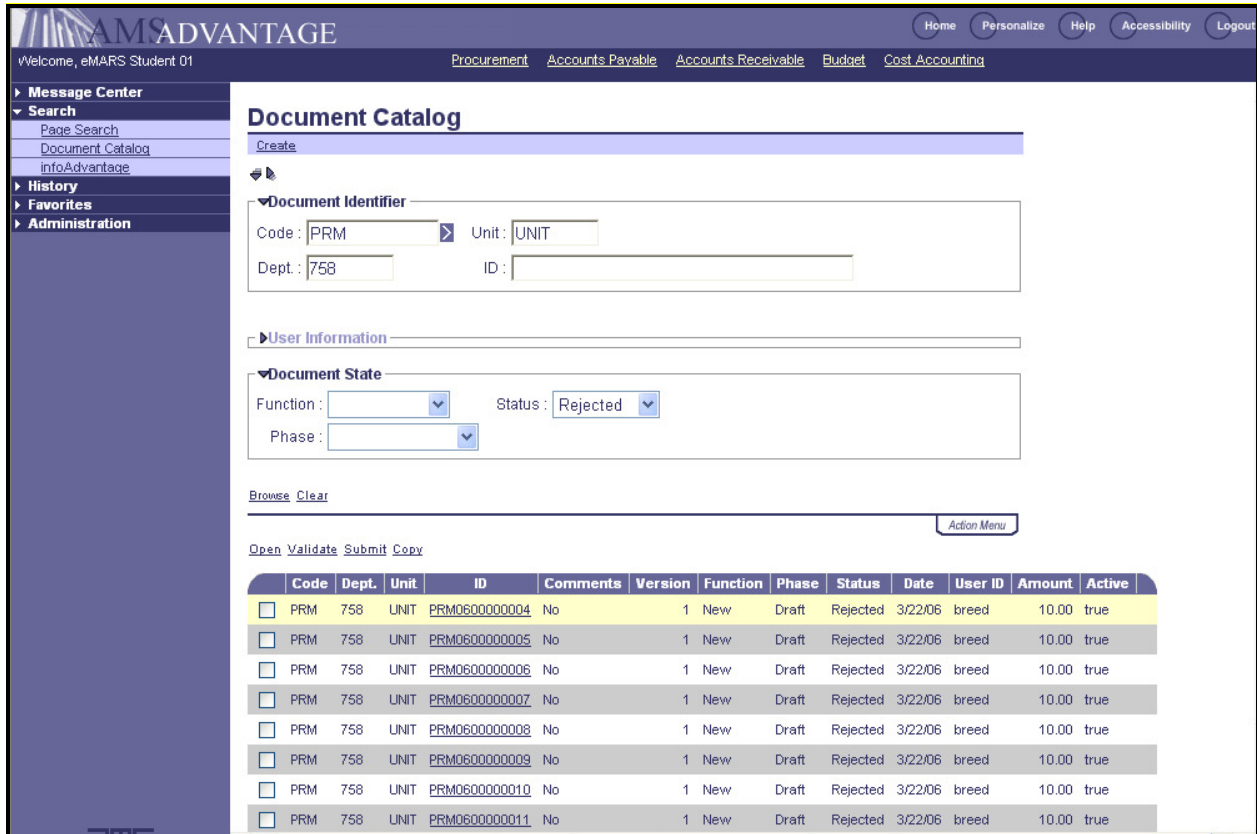
The screenshot shows the eMARS Document Catalog interface. The 'Create' form is displayed with the following fields:

- Document Identifier:** Code: PRM, Unit: UNIT, Dept: 758, ID: (empty)
- User Information:** (empty)
- Document State:** Function: (empty), Status: Rejected (highlighted with a red box), Phase: (empty)

Below the form, there is a table listing documents:

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
PON2	758	UNIT	06000000001	No	1	New	Draft	Held	2/10/06	kziemer	65000.00	true
PON2	758	UNIT	06000000002	No	1	New	Final	Submitted	3/21/06	rkeltner	65000.00	true
PON2	758	UNIT	06000000003	No	1	New	Draft	Held	3/23/06	breed	0.00	true
PON2	758	UNIT	CM1320-EX4	No	1	New	Final	Submitted	3/22/06	rkeltner	65000.00	true

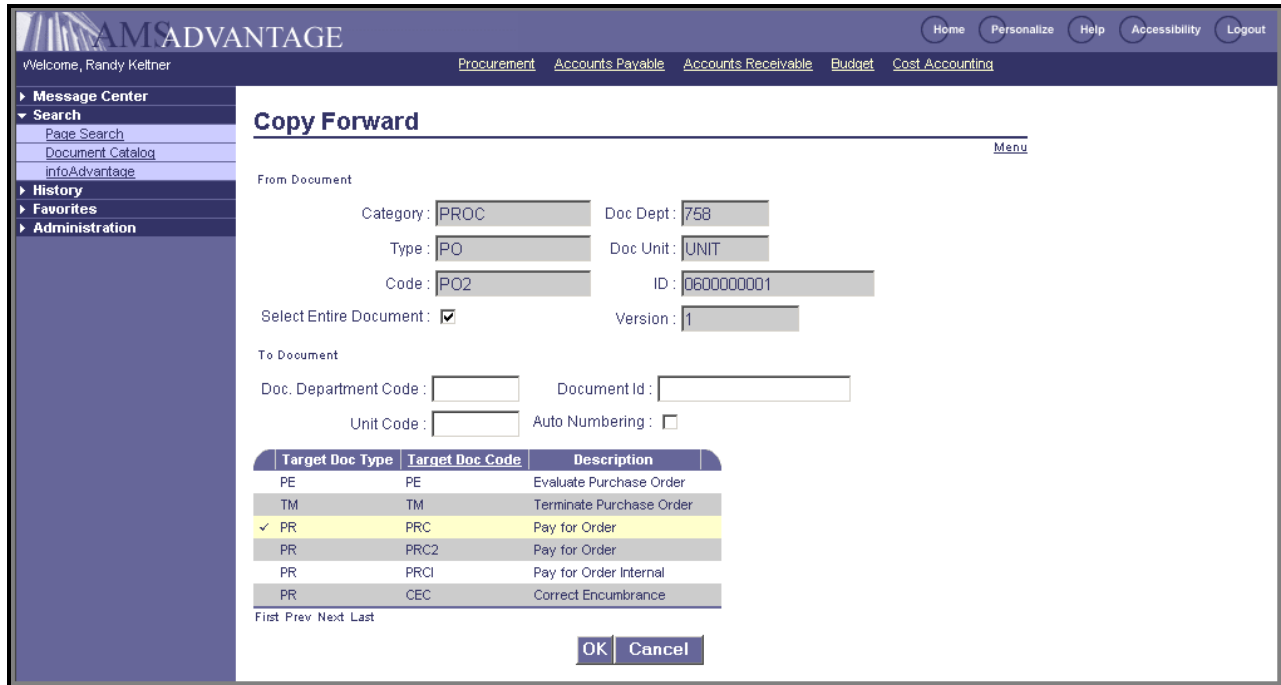
### 3. Click **Browse**.



4. Click the Document ID number of any of the Rejected **PRM** documents. The **PRM** document opens to the General Information section. Note the error(s) on the rejected **PRM**.
5. Close **PRM** document.
6. Search for the **PO2** award document using the Document Catalog. Enter the following information.

Required Fields	Values
Code	PO2
Dept	Please Refer to your Student ID Card
Unit	UNIT
ID	Please Refer to your Student ID Card
Status	Remove "Rejected" from the Status field located in the Document State Section

7. Click **Browse**.
8. Click the Document ID number to select the **PO2** award document. The **PO2** document opens to the General Information section.
9. Click **Copy Forward**. The Copy Forward page opens.



Target Doc Type	Target Doc Code	Description
PE	PE	Evaluate Purchase Order
TM	TM	Terminate Purchase Order
✓ PR	PRC	Pay for Order
PR	PRC2	Pay for Order
PR	PRCI	Pay for Order Internal
PR	CEC	Correct Encumbrance

10. Enter the following information below the “To Document” line.

Required Fields	Values
Dept	Please Refer to your Student ID Card
Unit	UNIT
ID	Select the Auto number checkbox
Target Doc Type	Select PRC from list (should be highlighted in yellow)

11. Click **OK**.

12. The new **PRC** document opens to the **General Information** section. Most fields on the **PRC** will be inferred from the **PO2** document.

13. Click **Vendor** from the Secondary Navigation Panel. The page opens to the **General Information** section.

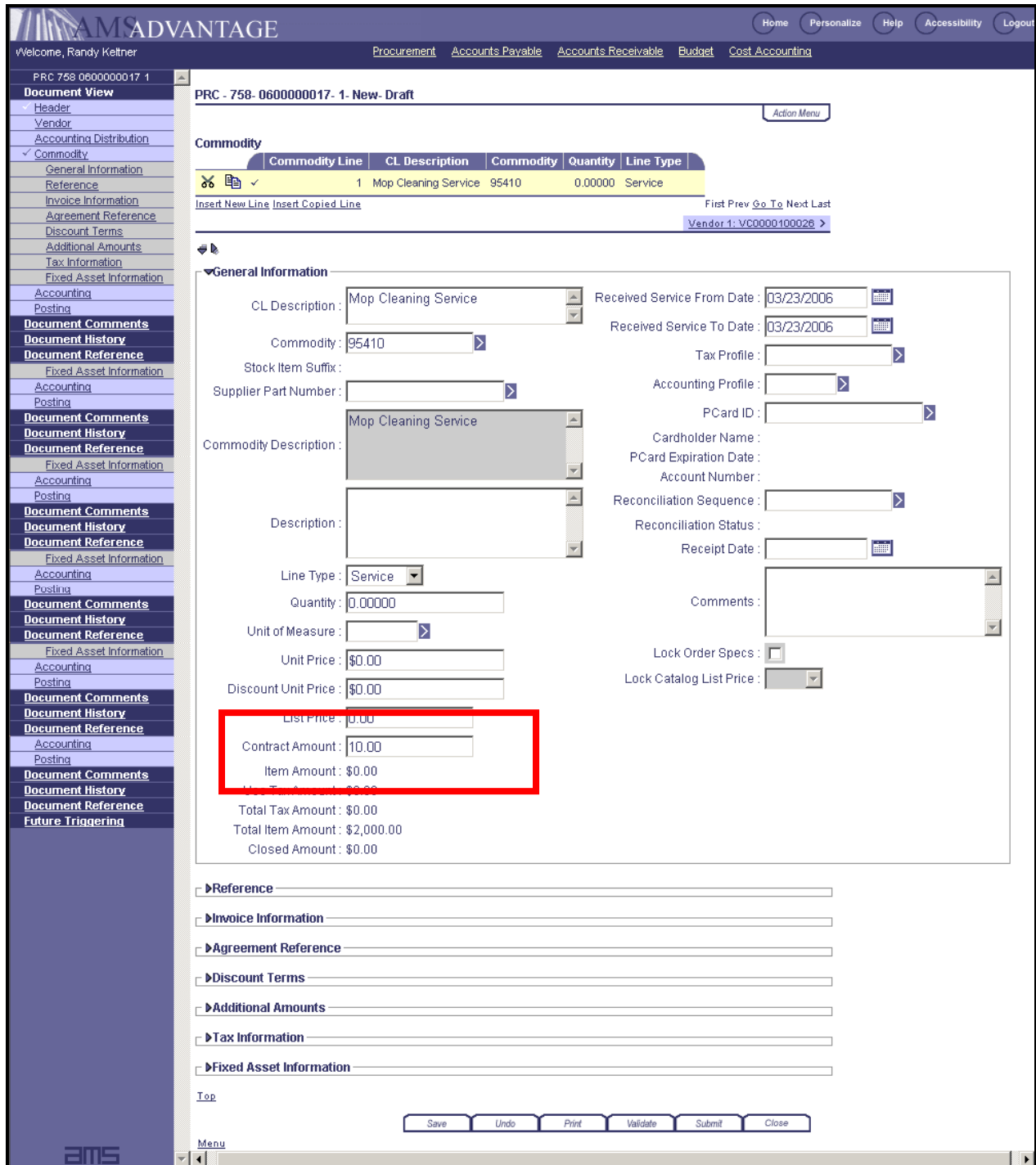
14. Click **Disbursement Options**. Enter the following information.

Required Fields	Values
Scheduled Payment Date	10 days from Today's date

15. Click **Commodity** from the Secondary Navigation Panel. The page opens to the **General Information** section.

16. Enter the following information in the **General Information Section**.

Required Fields	Values
Contract Amount	Change the contract amount to \$10.00 Note: This amount matches the <b>IN</b> document.

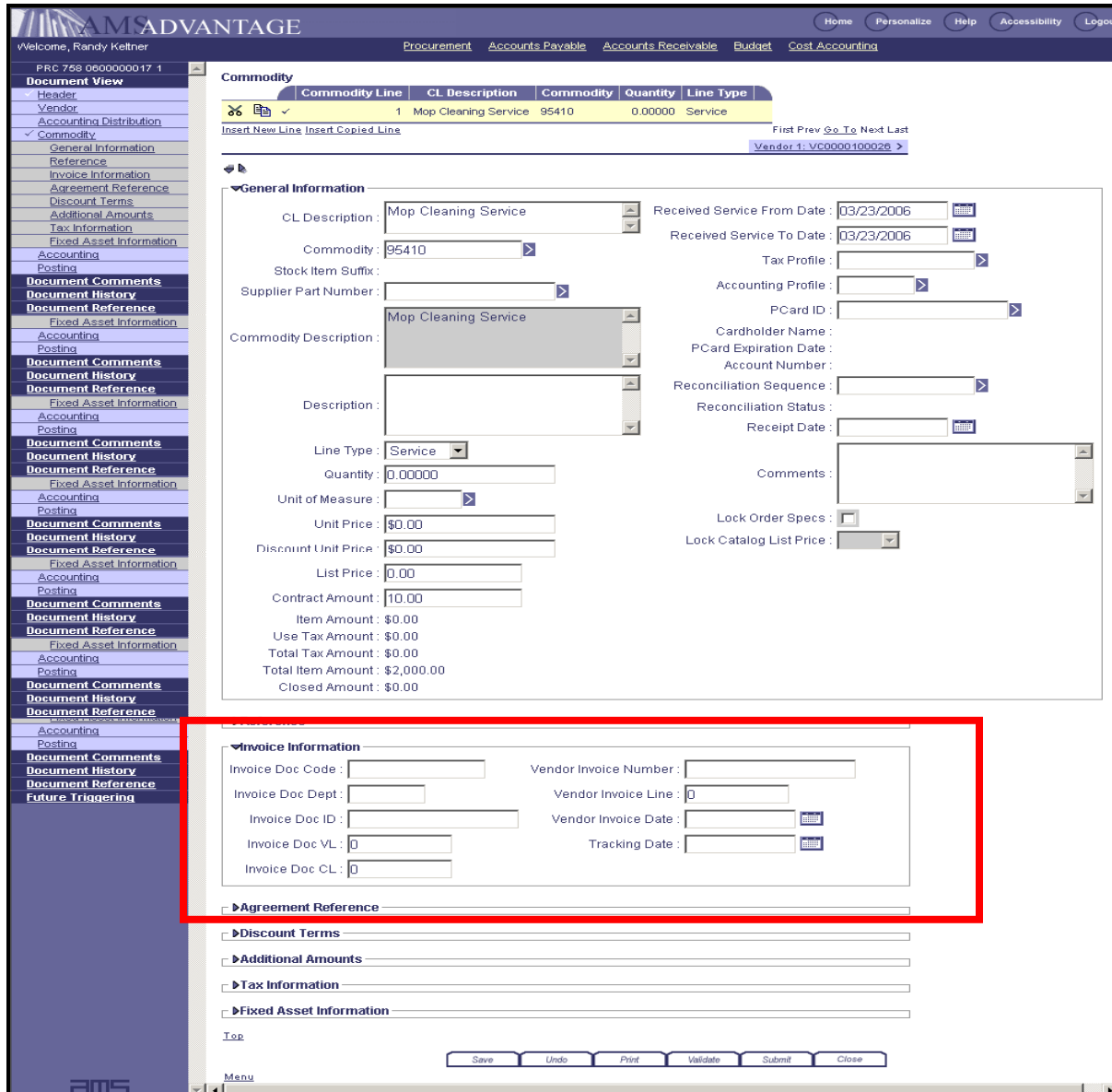


The screenshot shows the eMARS ADVANTAGE interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The main header displays 'Welcome, Randy Keltner' and the current module 'Accounts Payable'. The document title is 'PRC - 758- 0600000017- 1- New- Draft'. The left sidebar lists various document types and sections, with 'General Information' selected. The main content area shows the 'General Information' section for a new draft document. The 'Contract Amount' field is highlighted with a red box and set to \$10.00. Other fields include 'CL Description' (Mop Cleaning Service), 'Commodity' (95410), 'Quantity' (0.00000), 'Unit Price' (\$0.00), 'List Price' (\$0.00), 'Received Service From Date' (03/23/2006), 'Received Service To Date' (03/23/2006), 'Tax Profile', 'Accounting Profile', 'PCard ID', 'Cardholder Name', 'PCard Expiration Date', 'Account Number', 'Reconciliation Sequence', 'Reconciliation Status', 'Receipt Date', 'Comments', 'Lock Order Specs', and 'Lock Catalog List Price'. The bottom of the screen shows a 'Menu' bar with buttons for Save, Undo, Print, Validate, Submit, and Close.

17. Click **Invoice Information**. Enter the following information:

Required Fields	Values
Invoice Doc Code	IN
Invoice Doc Dept	Please Refer to your Student ID Card
Invoice Doc ID	Please Refer to your Student ID Card
Invoice Doc VL	1
Invoice Doc CL	1
Vendor Invoice Line	1

**NOTE:** The Vendor Invoice Number, Line and Date will be inferred from the **IN** document once the **PRC** is validated.



AMS ADVANTAGE

Welcome, Randy Keltner

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRC 755 000000017 1

Document View

- Header
- Vendor
- Accounting Distribution
- Commodity
- General Information
- Reference
- Invoice Information
- Agreement Reference
- Discount Terms
- Additional Amounts
- Tax Information
- Fixed Asset Information
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Fixed Asset Information
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Fixed Asset Information
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

Commodity

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Mop Cleaning Service	95410	0.00000	Service

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0000100026

General Information

CL Description: Mop Cleaning Service

Commodity: 95410

Stock Item Suffix:

Supplier Part Number:

Commodity Description: Mop Cleaning Service

Description:

Line Type: Service

Quantity: 0.000000

Unit of Measure:

Unit Price: \$0.00

Discount Unit Price: \$0.00

List Price: 0.00

Contract Amount: 10.00

Item Amount: \$0.00

Use Tax Amount: \$0.00

Total Tax Amount: \$0.00

Total Item Amount: \$2,000.00

Closed Amount: \$0.00

Received Service From Date: 03/23/2006

Received Service To Date: 03/23/2006

Tax Profile:

Accounting Profile:

PCard ID:

Cardholder Name:

PCard Expiration Date:

Account Number:

Reconciliation Sequence:

Reconciliation Status:

Receipt Date:

Comments:

Lock Order Specs:

Lock Catalog List Price:

Invoice Information

Invoice Doc Code:

Vendor Invoice Number:

Invoice Doc Dept:

Vendor Invoice Line: 0

Invoice Doc ID:

Vendor Invoice Date:

Invoice Doc VL: 0

Tracking Date:

Invoice Doc CL: 0

Agreement Reference

Discount Terms

Additional Amounts

Tax Information

Fixed Asset Information

Top

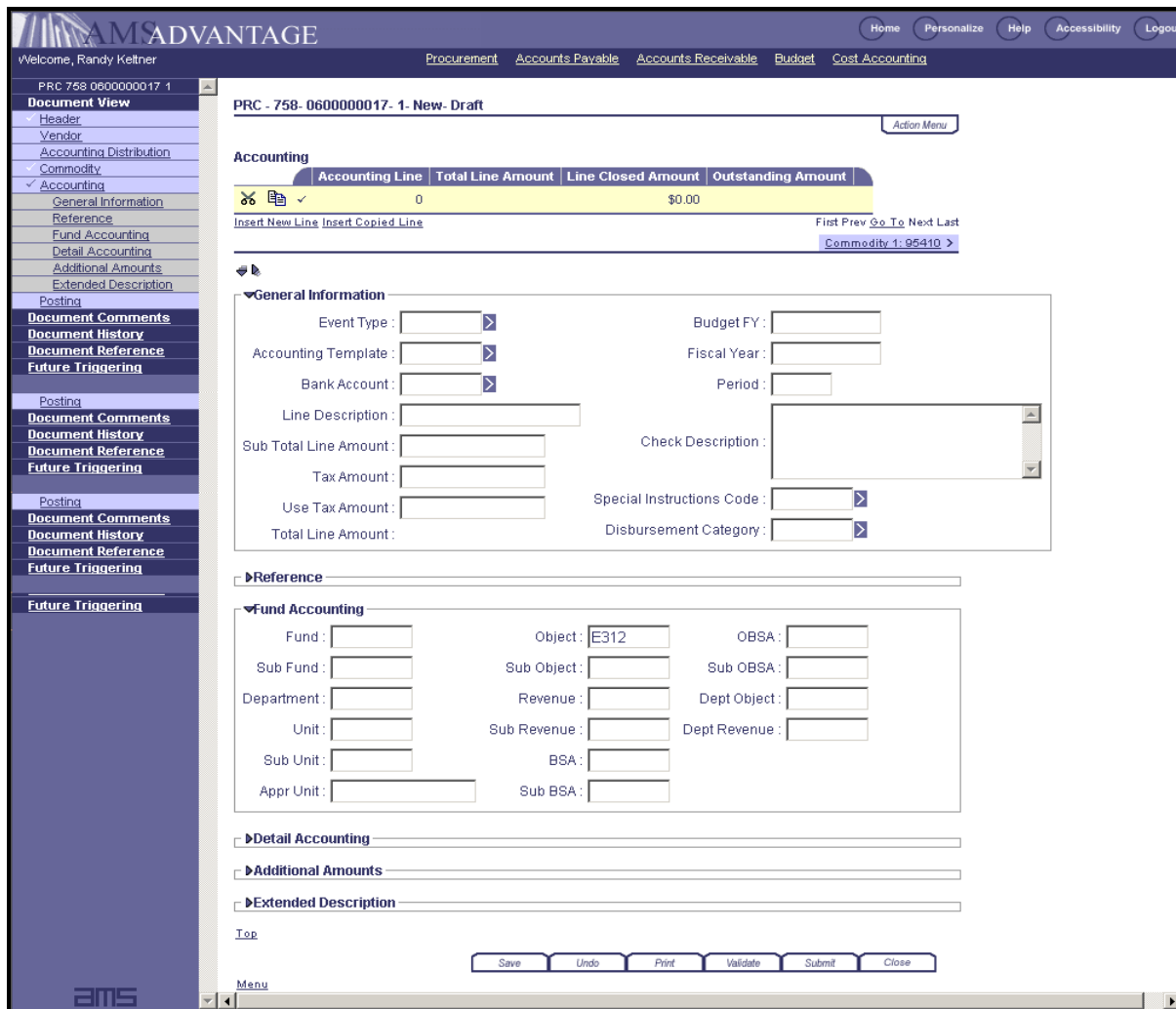
Menu

Save Undo Print Validate Submit Close



18. Click **Validate**. Validating will infer the Accounting information
19. Click **Accounting** from the Secondary Navigation Panel. The page opens to the **General Information** section.
20. Click **Fund Accounting**. Enter the following information.

Required Fields	Values
Object	E312 (Choose appropriate Object Codes, avoid codes with Miscellaneous or Other in the Description)



AMS ADVANTAGE

Welcome, Randy Keltner

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRC 758-0600000017-1

Document View

Header

Vendor

Accounting Distribution

Commodity

Accounting

General Information

Reference

Fund Accounting

Detail Accounting

Additional Amounts

Extended Description

Posting

Document Comments

Document History

Document Reference

Future Triggering

Posting

Document Comments

Document History

Document Reference

Future Triggering

Posting

Document Comments

Document History

Document Reference

Future Triggering

Future Triggering

PRC - 758-0600000017-1- New- Draft

Action Menu

Accounting

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount
0			\$0.00

Insert New Line Insert Copied Line

First Prev Go To Next Last

Commodity 1: 95410

General Information

Event Type: Budget FY:

Accounting Template: Fiscal Year:

Bank Account: Period:

Line Description:

Sub Total Line Amount: Check Description:

Tax Amount:

Use Tax Amount: Special Instructions Code:

Total Line Amount: Disbursement Category:

Reference

Fund Accounting

Fund: Object: E312 OBSA:

Sub Fund: Sub Object: Sub OBSA:

Department: Revenue: Dept Object:

Unit: Sub Revenue: Dept Revenue:

Sub Unit: BSA:

Appr Unit: Sub BSA:

Detail Accounting

Additional Amounts

Extended Description

Top

Save Undo Print Validate Submit Close

Menu

21. Click **Validate**. Check for errors. Correct errors if found and click **Validate** again.

NOTE: In training, the **PRC** document will submit to "Final". However, in eMARS production the **PRC** document will be submitted into Workflow for approvals.

22. Click **Submit** after all the errors have been corrected. Click **Close** to exit the document.

## Miscellaneous Vendor Payments

In eMARS there will be four miscellaneous vendors established for use when the vendor is not registered with the Commonwealth.

**NOTE:** A miscellaneous vendor code should be used only for one-time purchases with the vendor. If the department anticipates using the vendor in the future, the vendor should register with the Commonwealth. Vendor Registration is discussed in the General Procurement course materials.

**Miscellaneous Vendor Codes are provided below:**

<i><b>Vendor Code</b></i>	<i><b>Organization Type</b></i>
<i><b>ZZMISCINDV</b></i>	<i><b>Individual</b></i>
<i><b>ZZMISCCORP</b></i>	<i><b>Corporation</b></i>
<i><b>ZZMISCPART</b></i>	<i><b>Partnership</b></i>
<i><b>ZZMISCOTHR</b></i>	<i><b>Other (use with government, non-profit)</b></i>

Users will be required to enter the Legal Name, Address Line 1, City, State and Zip in the Vendor/General Information section. In addition, if a 1099 reportable object code is used, then the Taxpayer ID and Taxpayer ID Type will be required. Using a 1099 reportable object code with a miscellaneous corporation will not result in a 1099 to the vendor as corporations are not issued 1099's for tax purposes.

**NOTE:** It is the responsibility of the user to know under which Organization Type the vendor falls and select the appropriate vendor code.

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Welcome, eMARS Student 758
[Procurement](#)
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[Accounts Receivable](#)
[Budget](#)
[Cost Accounting](#)

GAX 758 0600000039 1

Document View

Header
Vendor
General Information
Disbursement Options
Discount Terms
Accounting
Posting
Document Comments
Document History
Document Reference
Future Triggering

GAX - 758- 0600000039- 1- New- Draft

Action Menu

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	ZZMISCINDV		\$0.00

[Insert New Line](#)
[Insert Copied Line](#)

First Prev [Go To](#) Next Last

Vendor

General Information

Vendor Customer : ZZMISCINDV

Legal Name : Bill Smith Consulting

Alias/DBA :

Address Code :

Address Line 1 : 408 Willow Way

Address Line 2 :

City : Lexington

State : Kentucky

Zip : 40516

Country : US

County :

Vendor Contact ID :

Vendor Contact Name :

Vendor Contact Phone :

Vendor Contact Phone Ext. :

Vendor Contact Email :

Fax :

Fax Extension :

Web Address http:// :

Disbursement Options

Disbursement Category :

Schedule Payment Date : 05/04/2006

Disbursement Priority : 99

Disbursement Type : Check

Disbursement Format : REG

Single Payment :

EFT Status : N/A

Handling Code :

On Line Disbursement Regst. :

Taxpayer Id : 992558769

Taxpayer Id Type : SSN/ITIN/ATIN

Pay Third Party :

Discount Terms

Top

Save

Undo

Print

Validate

Submit

Close

Menu

## **Manual Disbursements and Federal Wire Transfers**

A Manual Disbursement (**MD**) document is used to record or generate a manual check, mostly for emergency payments. **MD** documents should be used appropriately.

If the **MD** payment will stem from an award with stipulated Terms and Conditions, a (**PRC**) must be created via the Copy Forward feature (Exercise 4 in this manual) and then be referenced on the **MD** to complete the audit trail and show liquidation of the award. Once the **PRC** is approved to Final, you will Copy Forward to the **MD** document to create the Check/EFT. When the **MD** references a **PRC** from an award, the Scheduled Payment date on the **PRC** should be set to at least 10 days in the future to allow for the **MD** transaction to complete before the AD/EFT is created from the **PRC**. All **MD** documents will be sent through Workflow to Statewide Accounting Services and Treasury for approval. Please allow sufficient time for these approvals.

An **MD** document will be used to either create a physical check or to record the accounting transaction associated with a Federal Wire Transfer or investment purchase.

**MD** documents that result in a physical check will be printed on-demand by Treasury after the **MD** document has been through workflow and is submitted to Final on the Document Catalog. Treasury must initiate the print job from within each **MD** document.

**MD** documents used to record Federal Wire Transfers and investment purchases do not result in a physical check, as the money has already been wired electronically. To record these types of transactions, the Adjusting Entry flag is selected on the Header of the **MD** document so a check number will not be issued and the Check Reconciliation table will not be updated. Additionally, Event Type 'DI57' should be used on these types of transactions.

A video on how to create a Manual Disbursement document is available on the eMARS website.

Manual Disbursement (**MD**) Document - Accounting Section.

MD 758 0600000001 1

**Document View**

- ✓ Header
- Vendor
- ✓ Accounting
- General Information
- Reference
- Fund Accounting
- Detail Accounting
- Additional Amounts
- Additional Information
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

**MD - 758- 0600000001- 1- New- Final** Action Menu

Accounting Line	Line Amount	Check Amount	Event Type
1	\$15,000.00	\$15,000.00	DI51

Insert New Line Insert Copied Line First Prev Go To Next Last

---

**Accounting**

▼ **General Information**

Event Type :

Accounting Template :

Line Descr :

Check Descr :

Line Amount :

Check Amount : \$15,000.00

Budget FY :

Fiscal Year :

Period :

Bank Account : G1

Vendor Inv No. :

Vendor Inv Ln :

Vendor Inv Dt :

Tracking Date :

Service From Date :

Service To Date :

Replacement : ☐

▶ **Reference**

▶ **Fund Accounting**

▶ **Detail Accounting**

## Vendor Intercept

Payment Intercepts is the process of intercepting a vendor's payment when the vendor has an outstanding debt to the Commonwealth.

Every evening, during the Automated Disbursement process, each payment that is eligible for vendor intercept will go through the intercept process. Manual disbursements, **MD** documents, do not go through the vendor intercept routine.

**EFT** payment requests that are intercepted will be converted to a check. This will enable the check stub to contain relevant information for the vendor regarding the intercept and contact information if the vendor has questions about the intercept. If the full amount of the payment is intercepted, the vendor receives a voided check with the intercept information explained on the check stub. If a partial amount is intercepted, the vendor receives the balance of the payment and the intercept is explained on the check stub.

The **INTA** table provides information on intercepted checks.

## 5 – Payment Management

### Disbursement Process and Disbursement Detail Query (DISBDQ)

Through the Automated Disbursement process checks (**AD**) and Electronic Funds Transfers (**EFT**), documents are generated based on the scheduled payment date on the payment document. The Automated Disbursement process selects authorized payments, validates, and processes payment adjustments such as discounts and posts payment transactions. In eMARS, a single disbursement (**AD** or **EFT**) will be generated per vendor per payment document.

The Disbursement Detail Query (**DISBDQ**) table is where the user can find information about processed disbursements. Users will be able to locate and view disbursements by disbursement document ID, payment document ID, vendor code or check or **EFT** number.

### Disbursement Detail Query

[Menu](#)

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Disbursement Doc Type :

Vendor Code :

Disbursement Doc Code :

Payee Code :

Disbursement Doc Dept :

Vendor Invoice Number :

Disbursement Doc ID :

Check / EFT :

Payment Request Doc Code :

Payment Request Doc Dept :

Payment Request Doc ID :

Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount	Contact Name	Contact Number	Check / EFT
<a href="#">Copy</a> <a href="#">First</a> <a href="#">Prev</a> <a href="#">Next</a> <a href="#">Last</a>										

[Disbursement Query](#)

### Check Reconciliation and Cleared Checks

Users can search the Check Reconciliation (**CHREC**) table and Paid Check (**PDCHK**) table using the check number. The **CHREC** table contains checks that have not cleared. Once cleared, checks will appear on the **PDCHK** table with a cleared date.

## Rejected Disbursement Documents

Through the nightly Automated Disbursement process checks (**AD**) and Electronic Funds Transfer (**EFT**) documents are created and submitted to a final status provided no errors are encountered. The Automated Disbursement process selects authorized and scheduled payments, validates and processes payment adjustments such as discounts. In eMARS, a single disbursement (**AD** or **EFT**) will be created per vendor per payment document.

When the payment document is created budgets from all accounting lines are validated to ensure adequate funds are available. Upon creation of the **AD** or **EFT** document, both cash and budgets are validated. If funds are not available in either cash or budget for any accounting line, the disbursement document will reject. All **AD**'s and **EFT**'s in "Reject" status will be deleted during the nightly cycle and an **AD/EFT** Exception Report will be generated listing payment documents where the **AD** or **EFT** rejected.

**NOTE:** It is the responsibility of the department's fiscal officer or their designee to ensure all errors are corrected so that the payment will disburse. This may require modifying the payment document to reflect a budget where funds are available.

The **AD/EFT** Exception Report will be posted to the eMARS website: <http://finance.ky.gov/internal/emars/> every morning. Each department's Fiscal Officer should ensure this report is reviewed daily.



## 6 – Session Summary

### 19. Matching Payments

- Two-way matching is primarily used for service contracts (excluding **PSC** and **MOA**). Two-way matching award documents are the **PO2**, **DO2** and **CT2**. An **IN** document is required for two-way matching. A **PRM** or **PRMI** document is automatically generated during the nightly batch cycle, once the **IN** document is submitted.
- Three-way matching is used for award for the purchase of goods. Three-way matching award documents are the **PO**, **DO** and **CT**. The **IN** and **RC** documents are required for three-way matching. A **PRM** or **PRMI** document is automatically generated during the nightly batch cycle, once the **IN** and **RC** documents are submitted.
- Recurring Payments—Future Document Triggering (**FDT**) allows the user to set up, maintain and trigger the creation of **IN**, **PRC** or **GAX** documents on a user-defined frequency.
- A **PRMI** document is created through the matching process when the referencing award is with an internal vendor. Internal document payments transfer funds between departments based on the Event Type and can be viewed via the Posting section of the document.
- On the **MATA** table, the user can view what has been received, invoiced and paid against an Award document that is eligible for the on-line matching process.
- Users can copy forward to a **PRC** as an alternate method of payment when matching is not feasible.

### 20. Non-Matching Payments

- The Proof of Necessity Agreement (**PON2**) document is used to establish **PSC** and **MOA** awards. To make payments against a **PON2**, users should copy forward to a **PRC** (for external vendors).
- **PRC** documents can be generated for payments against Master Agreements (**MA**) via **URCATS** or **URSRCHMA**. You are able to search for items on a MA document on the **URCATS** table. A UR document is created which can generate a **PRC** to pay for the item. **URSRCHMA** can also be used to generate a **PRC** document for payment.
- **GAX** documents will be used to make Non-Commodity based payments and do not require a reference to an award document. A cited authority will be required on the **GAX** document.
- The **GAX2** will be used for revenue refund payments.
- The **GAX3** will be used for balance sheet payables.

### 21. Advanced Topics

- Modifications and cancellations can be created for payment documents prior to the automatic disbursement process.
- The **PRC/PRCI** can be used in lieu of a **PRM/PRMI** when the **PRM/PRMI** rejects during the nightly cycle.
- Miscellaneous Vendor Codes can be used for one-time payments to a vendor.
- Payment may be intercepted if the vendor has an outstanding debt to the Commonwealth.
- **MD** documents are used for manual disbursement and federal wire transfers.

### 22. Payment Management

- **DISBDQ** may be used to locate and review disbursed payments.
- **CHREC** and **PDCHK** can be used to view check information.
- The **AD/EFT Exception Report** will be posted daily. Department Fiscal Officers should review.

### 23. Summary of eMARS Payment Process.

	Procurement			Accounts Payable		Disbursements
	Universal Requestor	Award Doc	Receipt	Invoice Doc	Payment Docs	Generated Disbursement Docs
Two-Way Match <sup>1</sup>	---	PO2, CT2	---	IN	PRM	AD, MD, EFT
	URSRCHMA	DO2			PRMI	---
Three-Way Match	---	PO, CT	RC	IN	PRM	AD, MD, EFT
	UR/URSRCHMA	DO			PRMI	---
Non-Matching	---	PON2	---	---	PRC	AD, MD, EFT
					PRCI	---
Non-Referencing	---	---	---	---	PRC GAX <sup>2</sup>	AD, MD, EFT
Non-Matching Catalog Payment	UR/URSRCHMA	MA <sup>3</sup>	---	---	PRC	AD, MD, EFT
					PRCI	---

<sup>1</sup> Copy Forward to a PRC/PRCI can be used as an alternate to matching

<sup>2</sup> Includes GAX2 and GAX3; single and multi-vendor

<sup>3</sup> MA referenced through UR or URSRCHMA

## Review Questions

Question #1: Which table can be used to generate a **PRC** document?

<b>A</b>	URCATS
<b>B</b>	URSRCHMA
<b>C</b>	All of the above

Question #2: Standard **GAX** documents require a cited authority?

<b>A</b>	True
<b>B</b>	False

Question #3: What fields will print on the check stub or remittance to vendor?

<b>A</b>	Line Description
<b>B</b>	Check Description
<b>C</b>	Vendor Invoice Information
<b>D</b>	A & C
<b>E</b>	B & C

Question #4: How do you create a PRC document from a **PON2**?

<b>A</b>	This is not possible
<b>B</b>	Copy Forward
<b>C</b>	From the URCATS table

Question #5: Receiving documents are required in two-way matching.

<b>A</b>	True
<b>B</b>	False

Question #6: Which statement is true regarding the **GAX2** and **GAX3** documents?.

<b>A</b>	They do not require a cited authority
<b>B</b>	Multiple vendors may be added
<b>C</b>	They are clones of the <b>GAX</b> document
<b>D</b>	All of the above

Question #7: When can a payment document be modified or cancelled?

<b>A</b>	Before the Automated Disbursement process is run,
<b>B</b>	After the Automated Disbursement process is run
<b>C</b>	It can never be modified or cancelled.

Question #8: **PRM** documents can be cancelled but not modified.

<b>A</b>	True
<b>B</b>	False

Question #9: What table displays items ordered, received, invoiced and paid?

<b>A</b>	Matching Status ( <b>MATA</b> )
<b>B</b>	Disbursement Detail Query ( <b>DISBDQ</b> )
<b>C</b>	Future Document Triggering ( <b>FDT</b> )

Question #10: Accounting Templates can be used as a quick and efficient way to populate accounting elements and reduce the risk of errors?

<b>A</b>	True
<b>B</b>	False